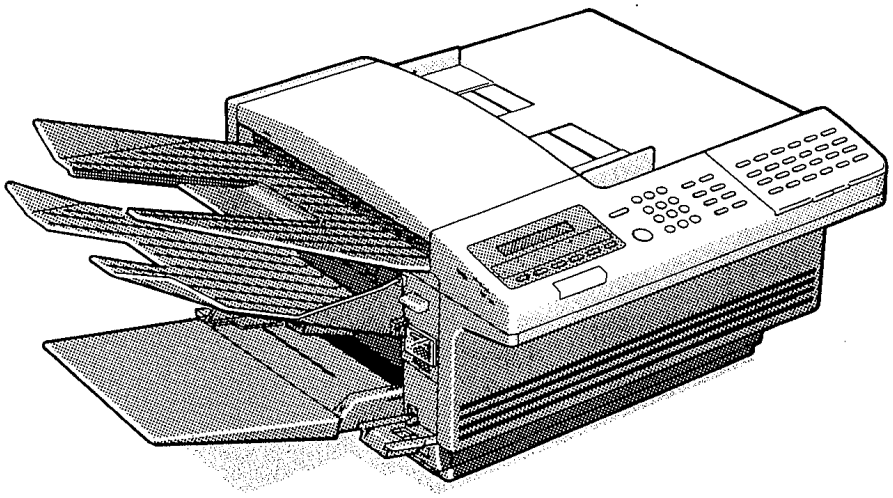
Canon

FAX-L700

INSTRUCTION BOOK



ENGLISH

Canon

FAX-L700

Instruction Book

Preface

Thank you for purchasing your new fax. We at Canon are confident your new purchase will greatly expand your work capacity and efficiency.

This Instruction Book shows you how to get the most out of your new purchase. Whether you are sending a quick memo to the office on the other side of town or automatically receiving documents from a branch overseas, this book shows you how to do it – quickly and easily.

Take some time to get acquainted with your new fax by browsing through this book before setting up. You don't have to read it all at once. We just want you to know what a great machine you have.

We've taken a great deal of care in preparing this book so you'll never be left wondering how to perform a certain function. However, if after reading this book you still aren't sure about how to do something, feel free to contact your local Canon authorized dealer sales or service representatives. They'll be glad to answer any questions you might have.

(NOTE: The fax is compatible with CCITT G3 unit and is hearing aid compatible.)

This label is attached to the laser scanner unit inside the printer and is not in a user access area.

DANGER-INVISIBLE LASER RADIATION WHEN OPEN.
AVOID DIRECT EXPOSURE TO BEAM.

VORSICHT-UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNG ÜBERBRÜCKT NICHT DEM STRAHL AUSSETZEN.

CAUTION-INVISIBLE LASER RADIATION WHEN OPEN.
AVOID EXPOSURE TO BEAM.

ATTENTION-RAYONNEMENT LASER EN CAS D'OUVERTURE EXPOSITION DANGEREUSE AU FAISCEAU.

VARO!-AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.

注　意・ここを開くとレーザー光がでます。
レーザー光を直接見たり、触れたりしないでください。

RS1-8854

Principal Features

The fax is equipped with a host of convenient features to meet all your communication requirements. Among them are:

- Superb plain paper printouts with the laser printer, and dual paper supply.
- Enhanced image processing for the highest quality reproductions when sending and copying documents (UHQ).
- Built-in hyper-smoothing function which automatically enhances the quality of the image signal sent by the other unit for crystal clear documents.
- A special error correction feature that minimizes errors when sending and receiving.
- Programmable document settings that allow you to set the fax for the type of document you are sending at the press of a key.
- One-touch Speed Dialling that allows you to dial up to 48 facsimile numbers at the touch of a single key. Coded Speed Dialling lets you dial up to 100 more facsimile numbers almost as easily.
- The ability to send the same document to a number of destinations at a preset time.
- Networking features that allow you to relay documents, send and receive confidential documents, and request documents from other units.
- A memory that can receive documents even after the paper runs out.
- A special ID feature that identifies documents by the individual or department sending them.
- Easy printer maintenance with the single-unit toner cartridge.
- A complete image printout (Transmission Confirmation Report), which tells you that the document was successfully sent to the other party.

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Part 1

Before Starting

If you have just purchased the FAX-L700 and are beginning to unpack, read this section first. It describes how to set up the fax and gives you a quick overview of the parts and controls.

This section also shows you how to programme the fax so that documents you send always contain your ID. This allows your customers to instantly recognize your facsimile messages.

If the fax is already set up and programmed with your ID, just skim through "A Look at the Fax." This gives you a quick look at some of the parts and controls of the fax. Then, skip ahead to Parts 2-5 to learn how to use the FAX-L700's many convenient and time-saving features.

Installing Your Fax

Packing List

Your fax comes complete with the items in the list below. Make sure you have everything before trying to set your unit up.

1 FAX-L700 main unit
1 Exit tray
1 Document tray
1 Recording paper sub-tray
1 Paper cassette (A4-size)
1 Connection cord (modular jack)
2 Destination labels
1 Programme key seal
1 Jack cover
2 Screws

Finding the Right Location

Finding the right location for your fax is important. First, find a place in your office that is out of direct sunlight. Next, since your fax requires a telephone line, place it near an existing telephone outlet. This will save you the unnecessary expense of having the phone company put in a new one.

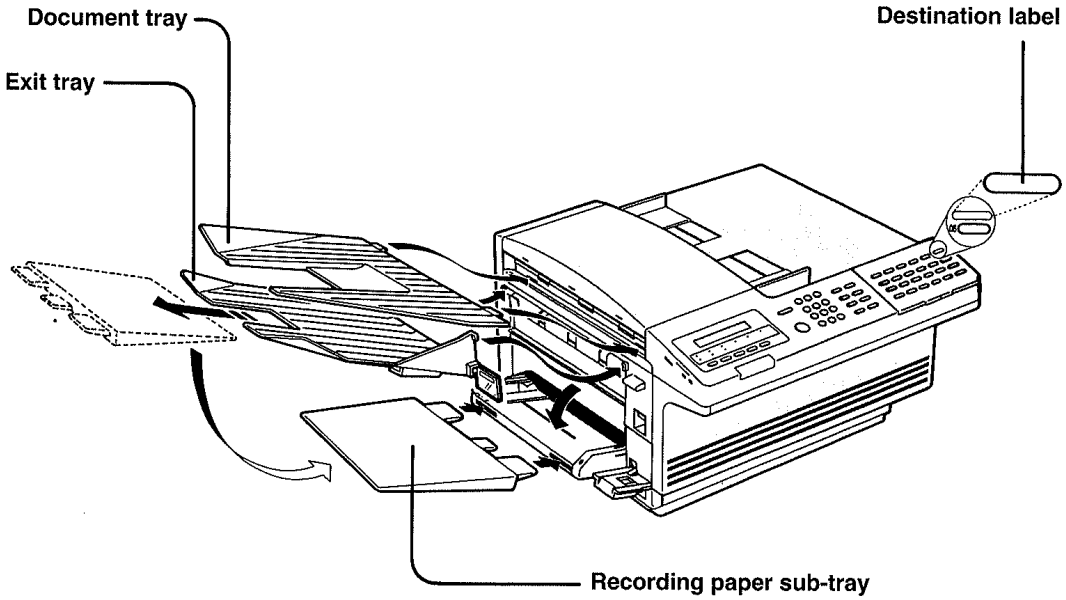
You might also want to give some thought as to how your fax will fit into the work flow of your office. Remember, your fax can also be used as a copy machine and telephone, so it will probably be getting a lot of use. Put it in a place that is easily accessible.

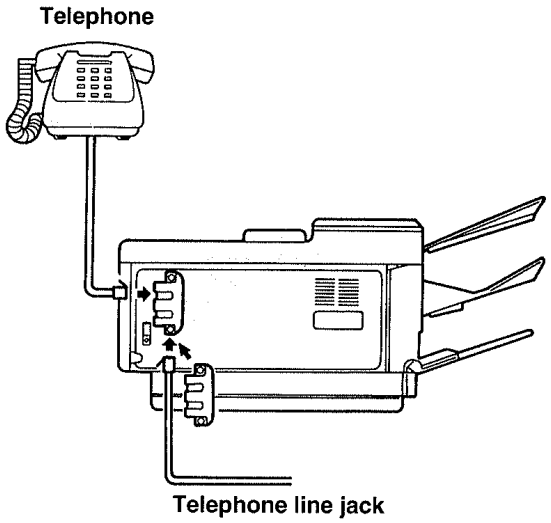
Power Requirements

Your fax uses standard 200/240 V household current. This means you can plug it in just about anywhere. However, you must be careful not to share the power outlet with other appliances that cause electrical noise. Air conditioners, electric typewriters, copy machines, and other machines of this sort, generate noise which often interferes with the sending and receiving of documents.

Setting Up Your Fax

Set up your fax as shown in the illustrations below.

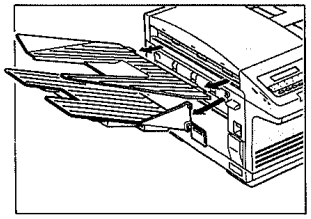




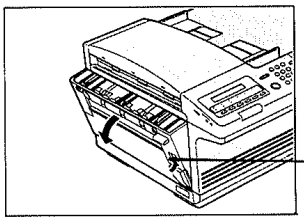
Installing the Toner Cartridge

When the toner needs replacing, the fax displays "CHANGE CARTRIDGE." Canon FX1 cartridges are recommended. If you try to install other cartridges you may damage the fax.

NOTE: For more details on toner cartridges, see page 155.

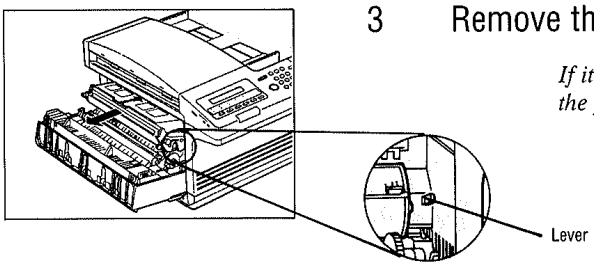


1 Remove the document and exit trays.



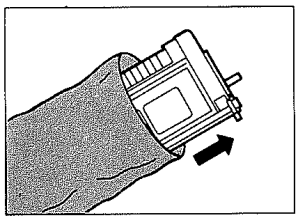
2 Open the printer cover.

Press up on the release button. Then open the printer cover.

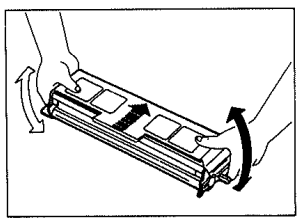


3 Remove the old cartridge by pulling on the tab.

If it is difficult to remove the cartridge, press the lever at the front of the printer unit. Then try removing the cartridge again.

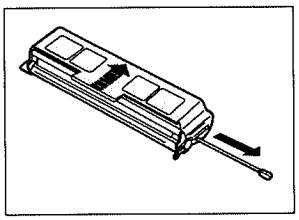


4 Remove the toner cartridge from the bag.



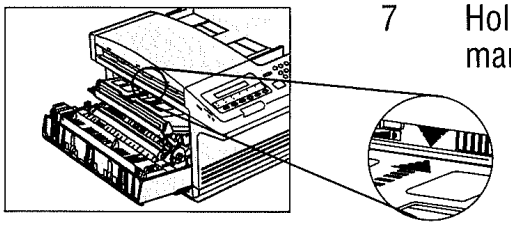
5 Holding the cartridge with both hands, rock it gently from end to end five or six times.

This distributes the toner evenly throughout the cartridge to assure even print density.

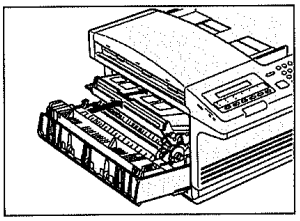


6 Place the cartridge on a flat, stable surface. While pressing down on the cartridge, remove the seal by gently pulling on the orange tab.

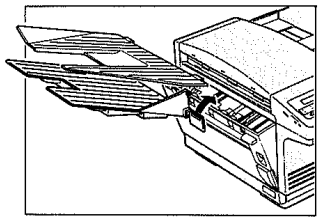
Make sure you pull the tab evenly (parallel with the surface you are working on) or it may snap.



7 Holding the tab, align the arrow on the cartridge with the mark on the fax.



8 Gently slide the cartridge into the printer.

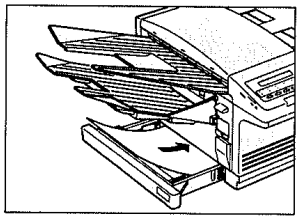


9 Check to see that the cartridge is firmly seated in the printer unit. Then close the printer cover and attach the document and exit trays.

10 Make sure there is paper in the cassette. Then press CLEANING.

```
CLEANING
 WAIT:PAPER OUTPUT
```

The fax prints out a piece of paper. This is used to clean the fixing assembly. Keeping the fixing assembly clean helps prevent paper jams.



11 Load the paper that the fax just printed out into the cassette, white side up.

```
CLEANING
    SET OUTPUT PAPER
```

12 Press SET.

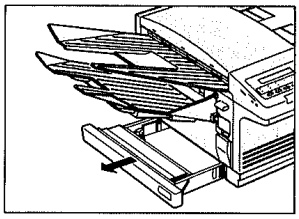
```
CLEANING
        IN PROGRESS
```

The paper cleans the fixing assembly. Throw the cleaning paper away after it is printed out.

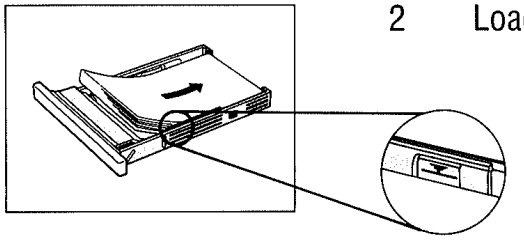
Loading Paper into the Cassette

You can load up to 250 sheets of A4-size paper into the cassette. To prevent paper jams, make sure that all the previously loaded paper is used up before trying to load fresh paper.

NOTE: For more details on recording paper, see page 155.

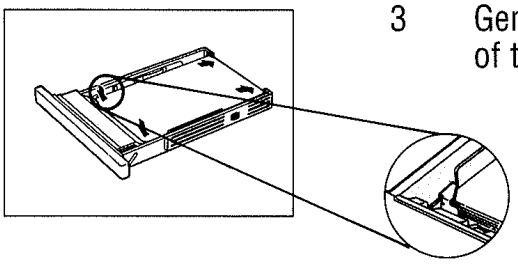


1 Pull out the paper cassette.



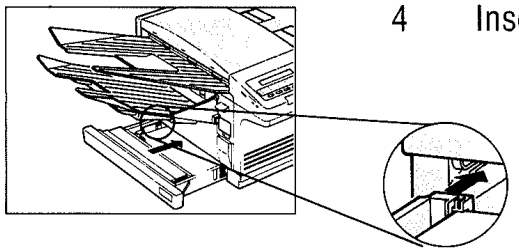
2 Load the paper into the cassette.

Make sure that the stack of paper does not exceed the limit mark on the side of the cassette. The capacity of the cassette is approximately 250 sheets of paper (75 g/m^2).



3 Gently press the paper down at each of the four corners of the stack.

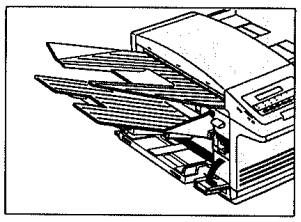
Make sure that the paper stack stays beneath the retaining clips at the front and back of the cassette.



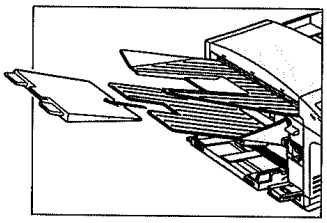
4 Insert the cassette into the fax.

Loading Paper onto the Paper Tray

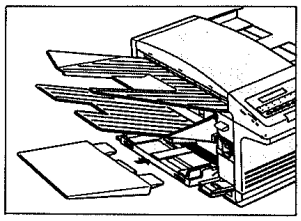
In addition to the cassette, you can also load paper onto the paper tray. This allows you to use two different types of paper at one time. You can stack up to 50 sheets of paper onto the tray.



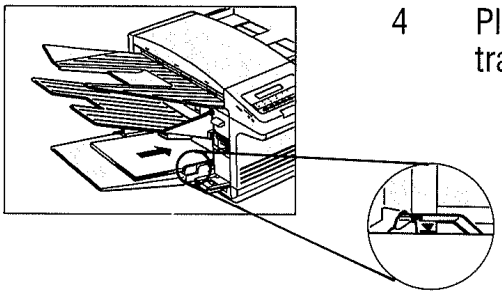
1 Open the paper tray.



2 Remove the sub-tray from the exit tray.



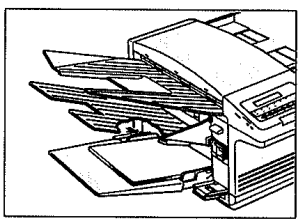
3 Attack the sub-tray to the paper tray.



4 Place the stack of paper up against the right side of the tray. Then insert it into the fax as far as it will go.

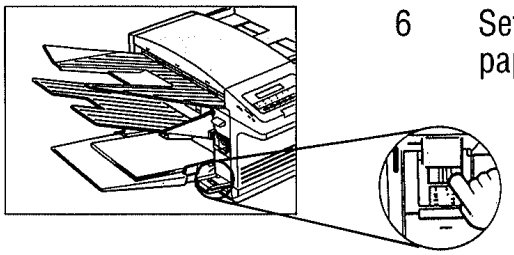
Make sure that the stack of paper does not exceed the limit mark on the side of the paper tray. The capacity of the tray is approximately 50 sheets of paper (75 g/m^2).

To prevent jams, make sure you stack the paper neatly.



5 Slide the paper guide up against the stack of paper.

To prevent jams, make sure the paper guide rests snugly against the stack. Do not make it too snug or the paper will not feed properly into the fax.

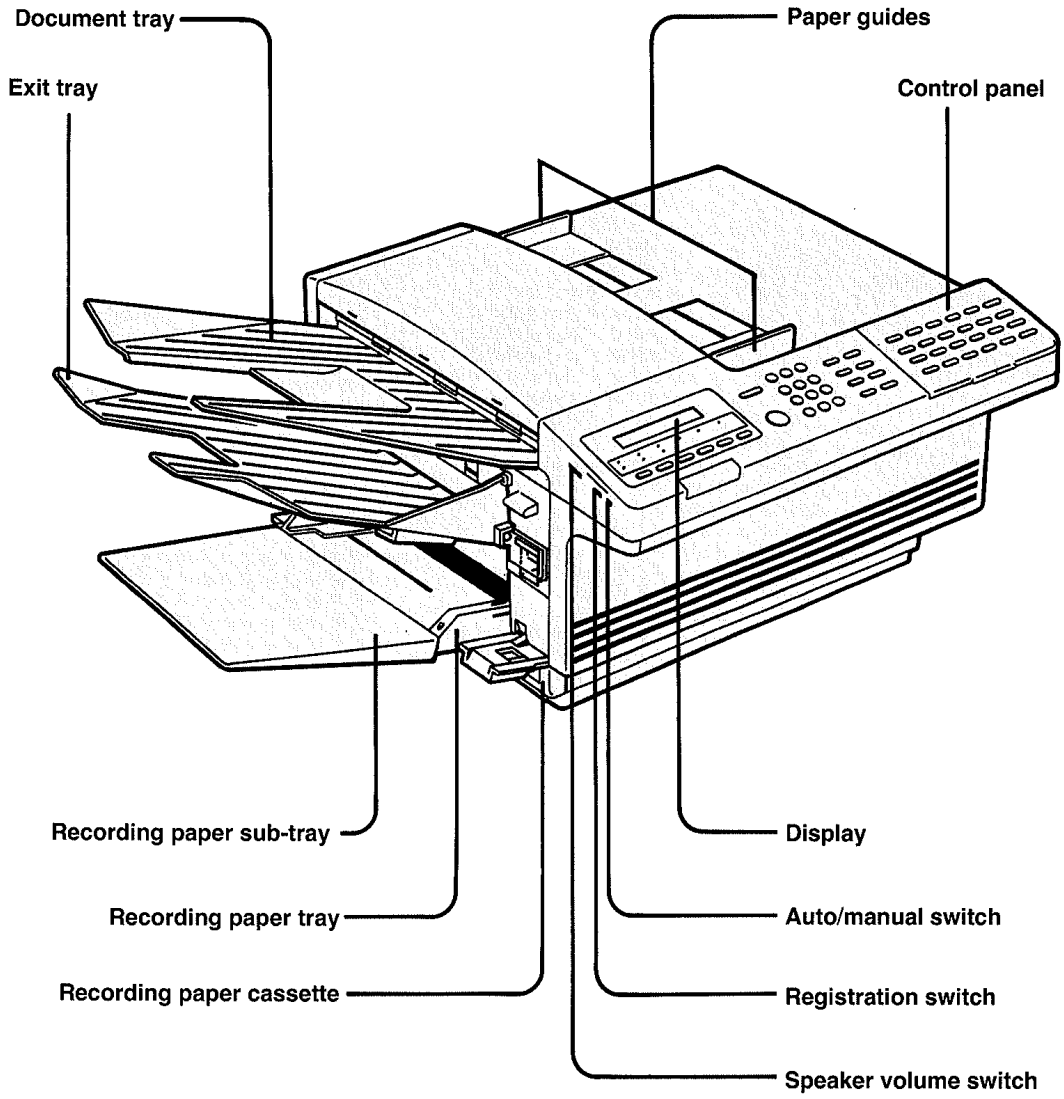


6 Set the paper size switch corresponding to the size of paper you have loaded onto the tray.

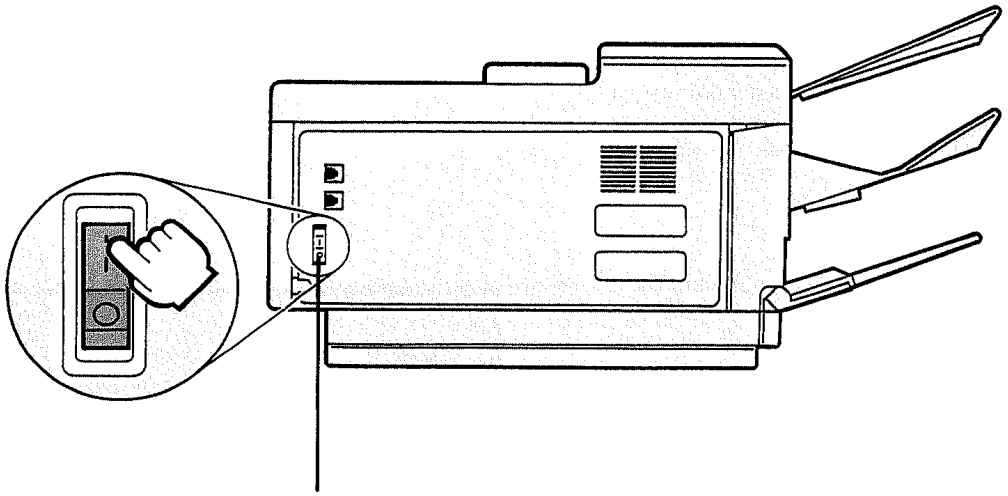
A Look at the Fax

Take a few minutes and familiarize yourself with the layout of your new fax. Don't worry about remembering where everything is. Just get a general feel for the machine.

Front View



Rear View



Power switch
When you turn the power ON, the fax first displays, "PLEASE WAIT." After a short time, the date and time appear. This shows that the fax is on standby, ready for use.

The Control Panel

MANUAL lamp
Lights when the fax is set to receive manually. (switch set to).

EXTRA lamp
Lights when the extra feature is on.

DARKER – LIGHTER key/lamp
Press to darken or lighten documents you send or copy. The lamps light to show which setting you are using. When both lamps are off, you are in the standard setting.

AA key/lamp
Press to send or copy documents that contain text and photographs.

HALFTONE – TYPE OF DOC. key/lamp
Press to set the fax for the type of document you are copying or sending.

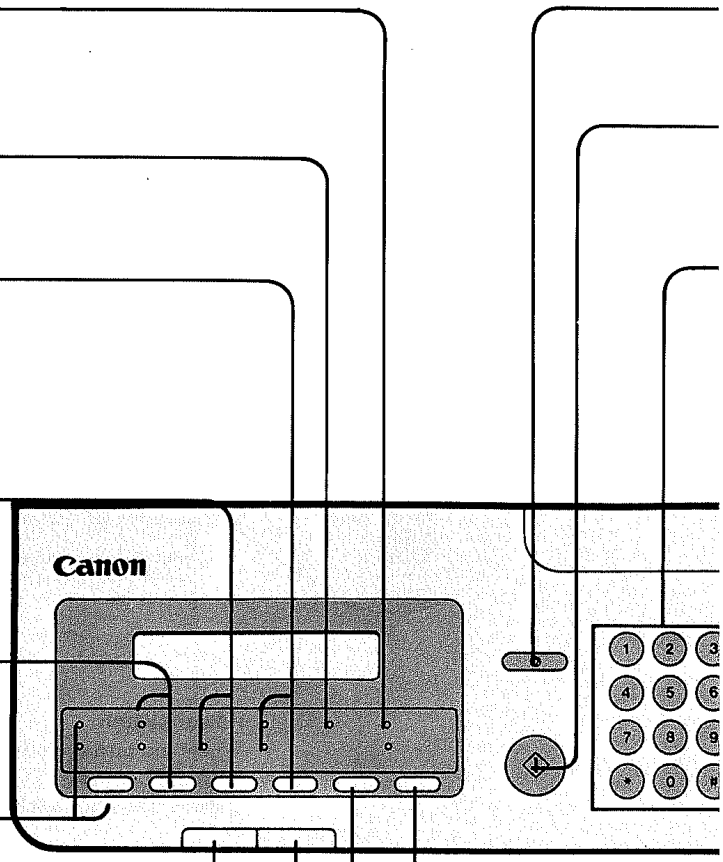
SUPER FINE – FINE key/lamp
Press to increase the clarity of documents you send. The lamps light to show which setting you are using. When both lamps are off, you are in the standard setting.

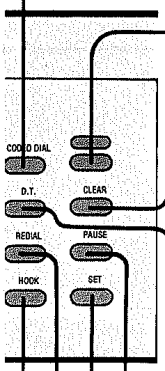
Memory lamp
Lights when a document has been recorded in the memory. Flashes when communicating.

Error lamp
Flashes if a problem occurs.

TTI SELECTOR key
Press to select the name of the person sending the document.

DIRECT TX key/lamp
Press to send by Direct Sending.





STOP key
Press to stop an operation or clear a setting.

START key
Press to start an operation.

Numeric keys
Press to perform Regular Dialling or enter numbers when registering.

CODED DIAL key
Press to dial with Coded Speed Dialling.

PROGRAMME key
Press to turn the programme feature on.

CLEAR key
Press to clear numbers or characters when registering.

D.T. key
Press for confirmation of the dial tone when dialling a telephone number.

PAUSE key*
Press to enter a pause when registering.

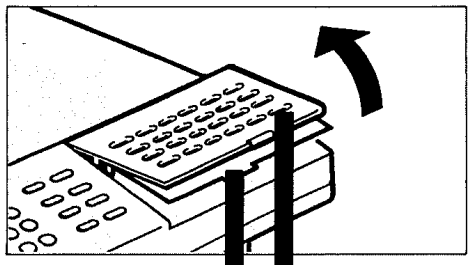
* *Users in Switzerland cannot use this key.*

SET key
Press after Regular Dialling or to set each item you register.

REDIAL key
Press to redial facsimile numbers.

HOOK key
Press to dial with the receiver on the hook.

The Control Panel



One-touch Speed Dialling Panels
The keys on this side of the control panel have two functions:
- When one or more of the panels are closed, the keys act as One-touch Speed Dialling keys.
- When the panels are open, the keys perform the operations described on these two pages.

CURSOR key
Press to move the cursor when registering information.

SPACE key
Press to enter a space when registering.

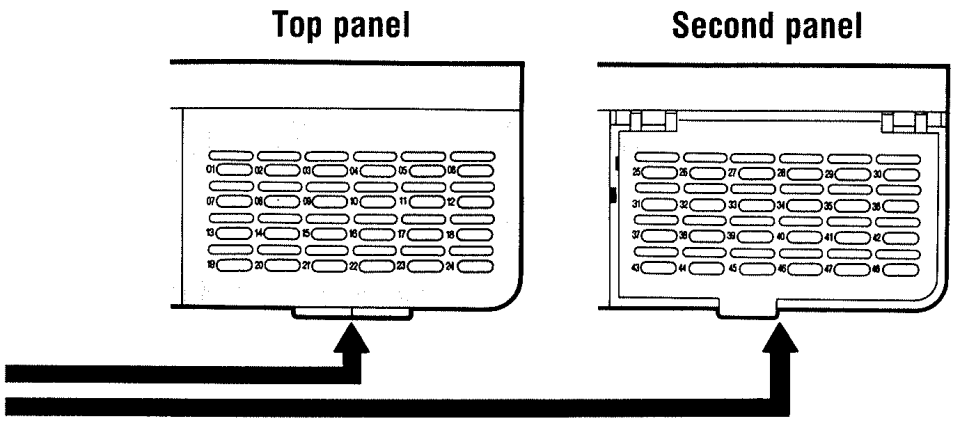
+ key
Press to enter "+" in your facsimile number.

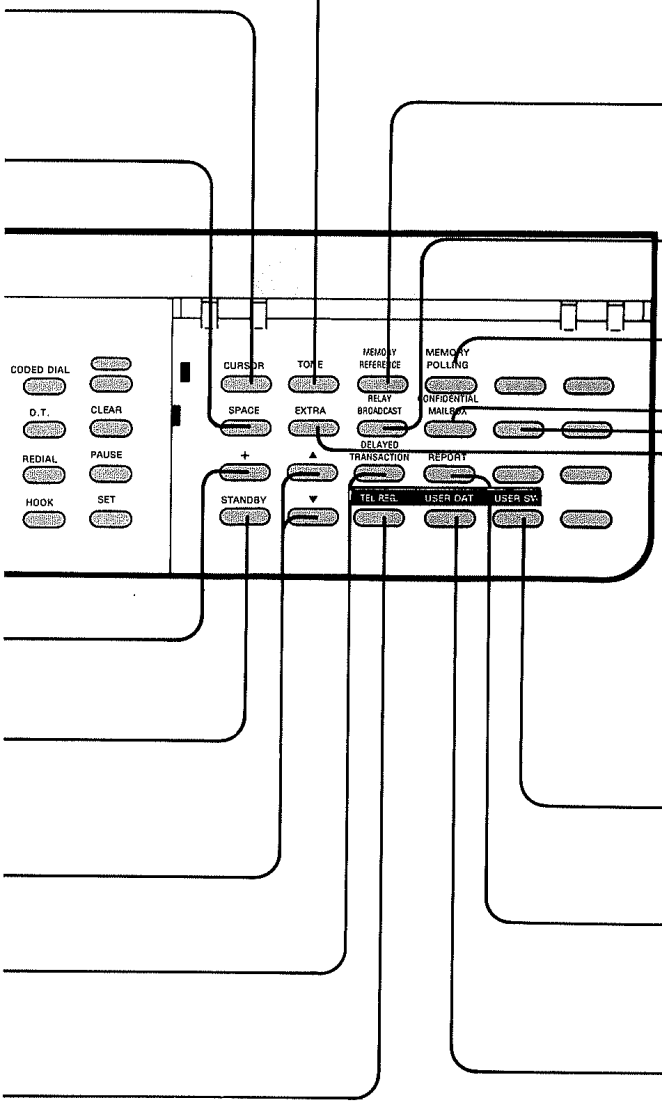
STANDBY key
Press to complete registration and return to standby.

SEARCH keys
Press to search for menus and entries.

DELAYED TRANSACTION key
Press to send or receive documents at a preset time.

TEL REGISTRATION key
Press to register facsimile numbers for Speed Dialling.





TONE key
Press to switch temporarily from pulse dialling to tone dialling.

MEMORY REFERENCE key
Press to print out or erase documents stored in the memory.

RELAY BROADCAST key
Press to send documents through a relay unit.

MEMORY POLLING key
Press to allow others to poll documents from the memory.

CONFIDENTIAL MAILBOX key
Press to send documents confidentially.

CLEANING key
Press to print out the cleaning paper.

EXTRA key
The use of this key varies. Ask your installer for details.

USER SW key
Press to set the operating guidelines of your fax.

REPORT key
Press to print out lists of registered data and Activity Reports.

USER DATA key
Press to register personal data with your fax.

Identifying the Documents You Send

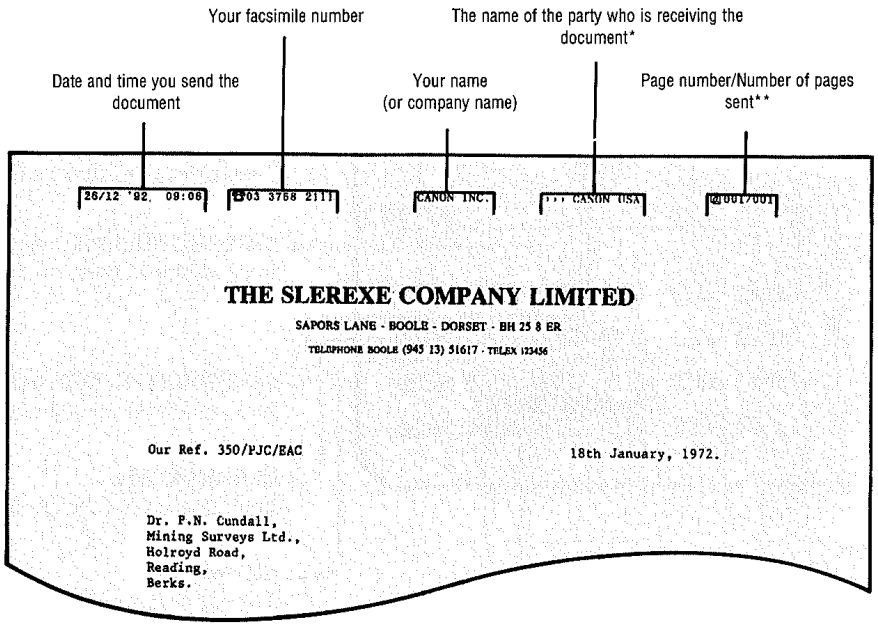
When sending a document, you can automatically have your company name or sender's name, telephone number, and the date and time printed out by the receiving party's unit. Your ID appears at the top of the received document in small type. This is like the return address on a letter.

By identifying the documents you send, the party receiving them will recognize your facsimile messages at a glance. In order to use this convenient feature you have to:

- ○ Register your ID with the fax.
- ○ Check the User Switches to make sure this feature is turned on.

This chapter shows you how to register your ID. The User Switches are described on page 148. The illustration below shows a document with the ID printed out at the top.

NOTE: Some countries prohibit the registration of names and facsimile numbers. If you would like to register these two items, check with your local Canon sales or service representative for details.


Your facsimile number
The name of the party who is receiving the document*
Date and time you send the document
Your name (or company name)
Page number/Number of pages sent**
26/12 '92. 09:08
☎03 3758 2111
CANON INC.
CANON USA
@001/001
THE SLEREXE COMPANY LIMITED
SAPORS LANE · BOOLE · DORSET · BH 25 8 ER
TELEPHONE BOOLE (945 13) 51617 · TELEX 123456
Our Ref. 350/PJC/EAC
18th January, 1972.
Dr. P.N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

* *This is printed out only if you send the document using One-touch or Coded Speed Dialling and you registered the other party's name.*

** *This is printed out only if you send the document from memory.*

Registering the Sender's Name

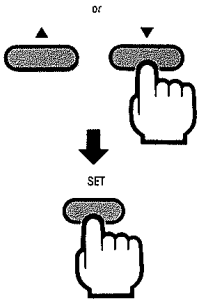
By following this procedure, you can register the names of individuals or departments within your company who often use the fax. When sending a document, they can select their own name and have it appear on the document received by the other party. You can register up to 9 names. Each name can contain up to 16 characters.

NOTE: This procedure uses the Character Setting Lists on page 30. Read that section first before trying to register the name. Also, read "Important Notes when Registering" on page 32.

Example: Register the name "CANON – JOHN SMITH."

1 Open the One-touch Speed Dialling panels. Then press USER DATA.

```
USER DATA
1.ENTER YOUR TEL
```

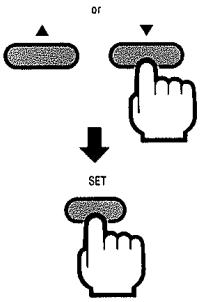


2 Use the search keys to display "TTI." Then press SET.

```
USER DATA
6.TTI
```

```
6.TTI
  01=
```

You can also press [6] to call up the display.



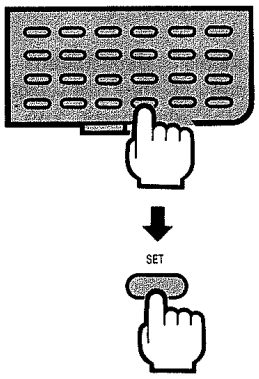
3 Use the search keys to assign a number between 01 and 09 to the name. Then press SET.

```
6.TTI
  01=
```

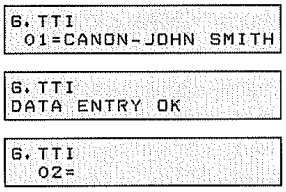
```
6.TTI                    :A
  01= _
```

This shows the first character of each list in the Character Setting Lists.

You can also use the numeric keys to assign a number.



4 Enter the name of the individual or department. Then press SET.



If there is a previously registered name, simply enter the new name over the old one. For details on entering names, see page 30.

The fax waits for you to enter additional names. To enter the next name, go back to step 3. If you don't want to enter another name, go on to step 5.

5 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

Registering the Date and Time

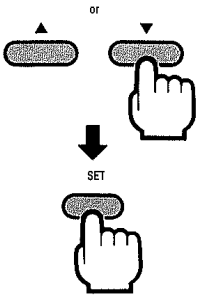
By following this procedure, the date and time you send a document automatically appears at the top of the document received by the other party.

NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

Example: Set the date to December 26, 1992 and the time to 9:00 a.m.

1 Open the One-touch Speed Dialling panels. Then press USER DATA.

```
USER DATA
1.ENTER YOUR TEL
```



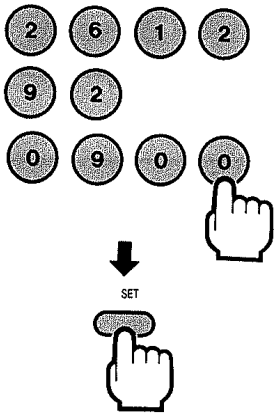
2 Use the search keys to display "SET TIME." Then press SET.

```
USER DATA
5.SET TIME
```

```
  20/12'92  08:00
*20/12'92  08:00
```

The top line of the display shows the current settings. Use the bottom line to enter the new settings.

You can also press [5] to call up the display.



3 Enter the date and time. Then press SET.

```
  20/12'92  08:00
*26/12'92  09:00
```

```
5.SET TIME
DATA ENTRY OK
```

```
USER DATA
6.TTI
```

Enter just the last two digits of the year. Set the time using the 24-hour system. If the hour, minute, day or month is a single-digit number, precede it with 0.

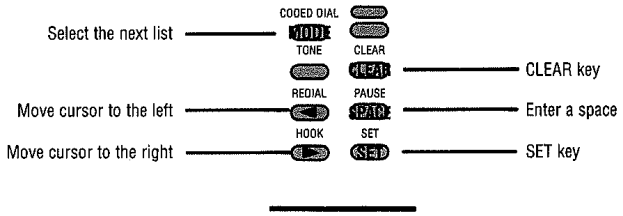
If you make a mistake, press [CURSOR] to move the cursor under the mistake. Then enter the correct number. If there is a previously registered date and time, simply enter the new setting over the old one.

4 Press STANDBY. Then close the One-touch Speed Dialling panels.

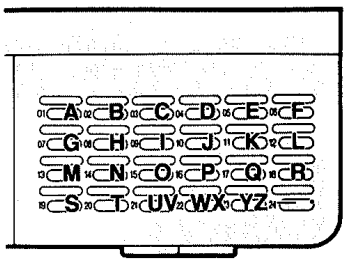
Registration ends and the fax returns to standby.

How to Enter a Name when Registering

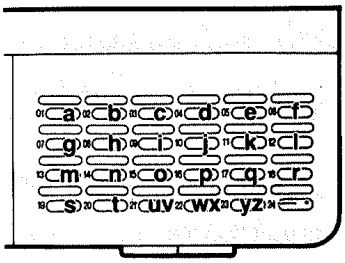
Some of the registration procedures in this book ask you to enter names. Names can contain any combination of letters, numbers, or symbols. To enter a name, you use certain keys shown in the illustration below.



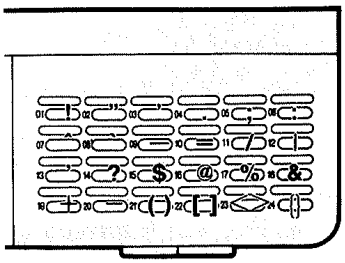
Uppercase letters



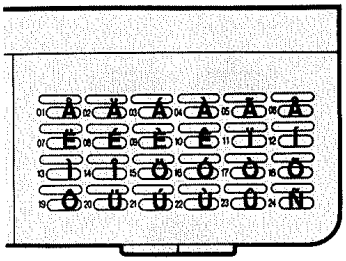
Lowercase letters



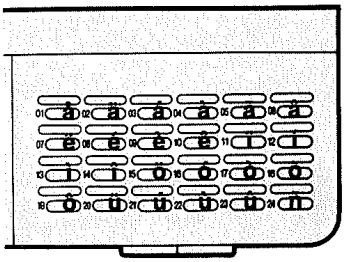
Symbols



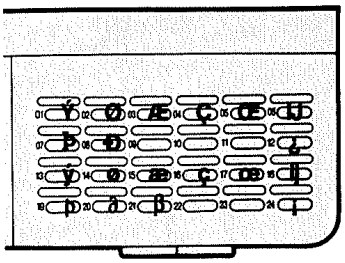
Special letters (1)



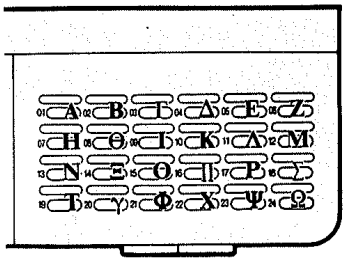
Special letters (2)



Special letters (3)



Greek letters (1)



The following procedure shows you how to enter a name when registering information.

1 When you come to a step that asks you to enter a name, certain keys automatically change functions so you can enter characters and symbols.

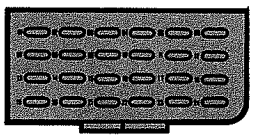
2 Press the key that contains the character or symbol that you want to enter.

Selecting the lists
Selects uppercase letters, lowercase letters or symbols.

Moving the cursor
Moves the cursor to the left.

Moves the cursor to the right.

Entering a space
Enters a space.



Uppercase and lowercase letters and symbols
Use the One-touch keys assigned to uppercase and lowercase letters and symbols on the previous pages.

Some of the keys have two letters or symbols.

To enter the letter or symbol on the left, press the key once, then continue to enter the rest of the name. To enter the letter or symbol on the right, press the key twice and continue to enter the rest of the name.

If you want to enter the first and second letters or symbols on the same key in succession, such as "UV COMPANY", enter "U", then press [HOOK] (►) to move the cursor. Press the same key twice to enter "V", then continue to enter the rest of the name.

Important Notes when Registering

Some of the procedures in this book involve registering information. When doing a registration procedure, keep the following points in mind:

- Before registering, set the REGISTRATION switch to ON. If you don't set the switch to ON, you won't be able to register.
- After registering, set the REGISTRATION switch to OFF. This prevents you from accidentally erasing the information.
- If you make a mistake at any step while registering, press [STOP]. Then start the procedure over again from the beginning.
- If you pause and don't make any entries for more than 60 seconds, the fax returns to standby. You then have to start the procedure over again from the beginning.
- If the phone rings while you are registering, press [STOP].

  If someone is trying to send you a document, follow the procedure for manual receiving on page 48.

  If it is a regular phone call, you can converse normally.

  After the call, start over again from the beginning.
- The following items may not be fully registered depending on the amount of space remaining in the memory:

  Your ID.

  One-touch or Coded Speed Dialling numbers.

  Timer and network communications settings.

Part 2

Sending and Receiving Documents

This section explains the basics of facsimile communication.

You learn how to:

- Prepare documents before sending.
- Send and receive documents.
- Use the different dialling methods.

If you are using the fax for the first time, first read "Different Ways of Dialling" on page 54. This tells you how to register and use the different dialling methods, including One-touch Speed Dialling, the quickest and easiest way to dial facsimile numbers.

The sending and receiving procedures covered in this section show only the most common methods. The network and timer sending and receiving methods are covered in Part 4.

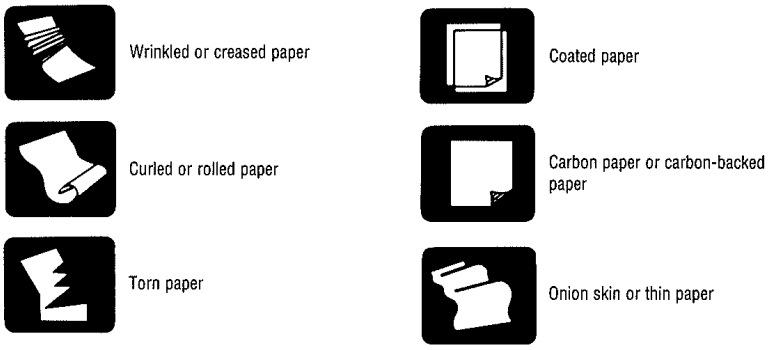
Before Sending Documents

The fax is a versatile machine and can send just about any kind of document. When problems such as jammed documents or missed communications occur, it is usually because of a careless mistake. For trouble-free facsimile communication, read this section carefully.

Preparing Documents

Prepare your documents following the guidelines below.

○ Do not feed the following types of documents into the fax or they may jam. Instead, make copies of the documents and feed the copies into the fax.



○ Remove clips, staples, or other similar objects from documents before feeding them into the fax.

○ Let ink or paste on documents dry completely before feeding them into the fax.

○ You can use the fax's automatic document feeder (ADF) to feed documents that are between 0.06mm and 0.13mm thick. Do not use the ADF when:

The paper thickness is outside this range.

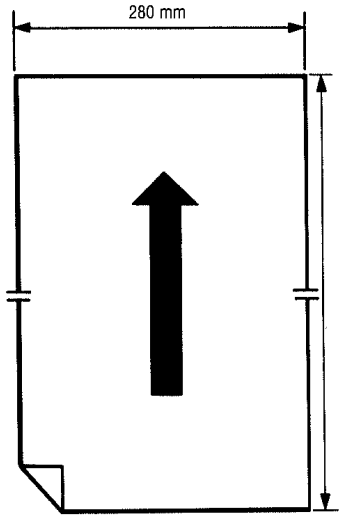
You are feeding documents of different sizes or thicknesses.

Instead, make copies and feed the copies.

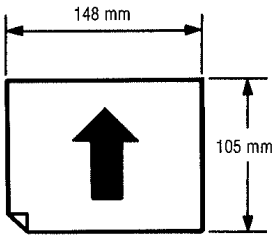
Maximum and Minimum Document Sizes

Enlarge or reduce documents outside the size range shown below before sending them.

Maximum document size

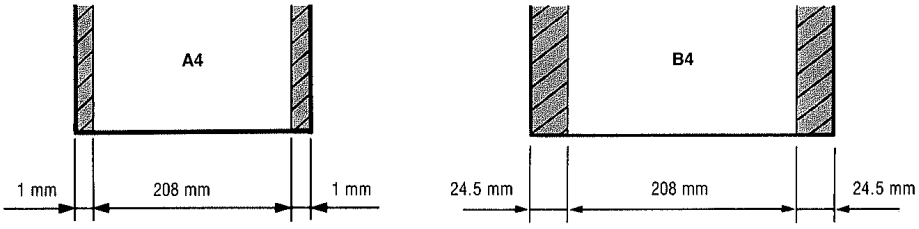


Minimum document size



What the Receiving Unit Doesn't See*

The shaded parts of the documents shown below are not recorded by the receiving facsimile unit.



* *The maximum width of documents that can be set on the document feeder is 280 mm, but the machine itself will* **read and transmit documents up to only 208 mm.**

Sending Documents

The fax offers you a variety of ways to send your documents. The three simplest ways of sending are Memory Sending, Direct Sending, and Manual Sending:

- Memory Sending allows you to send extremely long documents and get your original document back from the fax as soon as possible. This is the fastest and most convenient way to send documents.
- Direct Sending allows you to send a document even if the memory is full and won't accept any more documents for Memory Sending.
- Manual Sending allows you to send a document after listening for the connection to take place or talking on the phone with the other party.

This chapter shows you how to use these three sending methods. You also learn how to feed documents into the fax, clear document jams and redial numbers that are busy.

Feeding Documents into the Fax

Feeding documents is the first step in the sending process. Before feeding your document, make sure you have properly prepared it so that it won't jam in the fax. For details on preparing documents, see page 34.

1 Make the appropriate document settings. The lamps light to show the settings.

FINE-SUPER FINE
Set to FINE or SUPER FINE to send documents containing very small characters or lines. When both lamps are off, the fax is in the STANDARD setting. This is the correct setting for a normal, typewritten document. You cannot use the SUPER FINE setting along with the HALFTONE, AA or TYPE OF DOC. setting.

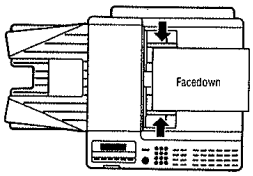
HALFTONE-TYPE OF DOC.
Set to HALFTONE to send documents containing intermediate tones like a photograph or other graphic image. Set to TYPE OF DOC. to copy the following types of documents. Each time you press the key, the display shows the setting you may choose.

Set to "BL PRT" when sending blueprints or similar documents. Set to "TRACER" to send documents that contain fine lines made by a very light pencil. Set to "MARKER" to send documents marked with a Blue Highlighting Marker. Set to "REVIMG"to send documents in reverse (i.e., change white areas to black and vice versa.) The setting you choose appears on the display.

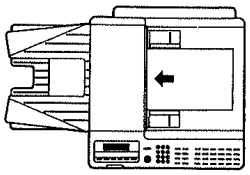
(If you are not sure about which setting to use, make a copy on the fax to see how it comes out. For details on making copies, see page 72.)

AA
Set to AA to send documents containing both text and photos.

DARKER-LIGHTER
Set to DARKER to darken documents you send. Set to LIGHTER to lighten them. When both lamps are off, the fax is in the STANDARD setting. This is the correct setting for a normal, typewritten document.



2 Adjust the paper guides to the width of the document.



3 Insert the document face-down into the fax. It is fed automatically part of the way into the fax.

With the automatic document feeder (ADF) you can stack up to 30 documents at one time. The fax feeds the documents in order from the bottom sheet up.*

** A4-size. You can feed up to 10 B4-size documents at one time.*

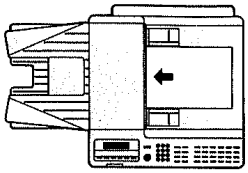
Memory Sending

With Memory Sending, the fax quickly scans the document into its memory. Then, after it dials the other party, it sends the document from the memory. This means you don't have to wait around for the fax to finish sending before you can continue working with your original.

Before starting this procedure make sure you properly prepare the document so it won't jam in the fax. For details on preparing documents, see page 34.

NOTE: Any dust or foreign matter on the document scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the scanning glass, see page 154.

○ If "MEMORY FULL" appears on the display, press [STOP] and send the documents by Direct Sending. For details on Direct Sending, see page 40.



1 Feed the document into the fax.

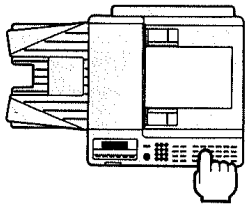
For details on feeding documents, see page 36.

2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

CANON-JOHN SMITH

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



3 Dial the facsimile number.

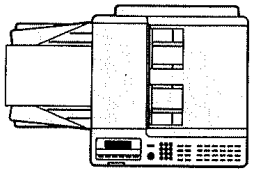
Make sure DIRECT TX lamp is OFF.

For details on registering and using the different dialling methods, see page 54.

4 Press START to record the document into the memory.

```
TRANSMIT
TX/RX NO.          0003
```

```
TRANSMIT           0003
MEMORY INPUT    P.001
```



5 The fax sends the document.

```
          312 228 5700
DIALLING
```

```
          CANON U.S.A.
CALLING
```

```
          312 228 5700
TX/RX NO.          0003
```

```
          CANON U.S.A.
TRANSMIT    P.001/003
```

The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.

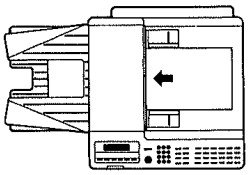
To stop sending before it's finished, press [STOP].

Direct Sending

Use Direct Sending if the memory is full but you still want to send a document. Direct Sending takes a little bit longer to get your original document back, but it is still a quick and reliable way to send your document.

Before starting this procedure make sure you properly prepare the document so it won't jam in the fax. For details on preparing documents, see page 34.

NOTE: Any dust or foreign matter on the document scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the scanning glass, see page 154.

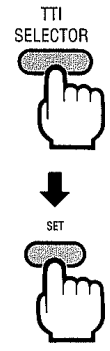


1 Feed the document into the fax.

For details on feeding documents, see page 36.

2 Press DIRECT TX

The DIRECT TX lamp lights.

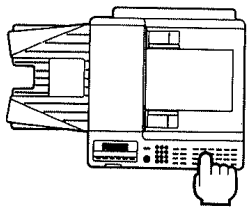


3 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

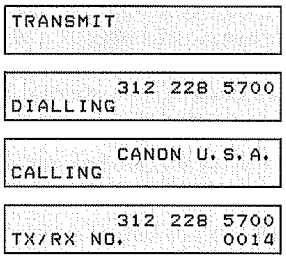
```
CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



4 Dial the facsimile number.



For details on registering and using the different dialling methods, see page 54.

To stop sending before it's finished, press [STOP].

The fax beeps once to show that your document has been sent. The fax beeps continuously if:

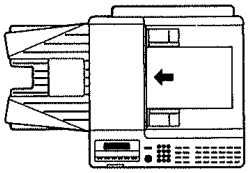
- *An error occurs while sending.*
- *You leave the handset off the hook.*

Manual Sending

Use Manual Sending when you are calling a fax machine that is connected to an extension, instead of a direct fax line or is part of an automatic attendant system. You may also use this type of dialling method to enter in a long distance dialling card number. In this case, you must listen for the connection to take place and then enter in the extension or series of numbers.

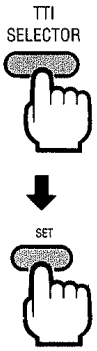
You can also use this sending method when you want to send and talk with the other party without having to make two separate phone calls.

NOTE: Any dust or foreign matter on the scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the scanning glass, see page 154.



1 Feed the document into the fax.

For details on feeding documents, see page 36.



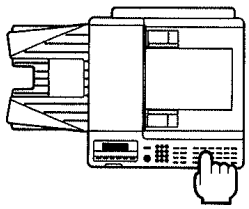
2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.

3 Press Hook, or pick up the handset.

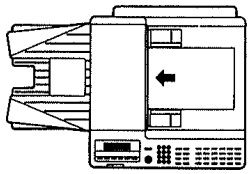


4 Dial the facsimile number.

For more details on registering and using the different dialling methods, see page 54.

5 After you hear the high-pitched tone, press START.

If the other party's fax is set to receive manually, you won't hear the high-pitched tone. Instead, you will hear the other person answer their phone. Tell them to push the [START] key on their own fax if you lifted the handset in step 3. Then you will hear the high-pitched tone and can press [START]. Hang up the phone after the fax displays "TRANSMITTING."

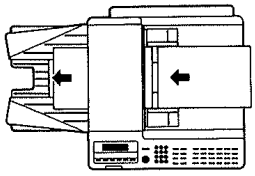


6 The fax begins sending the document.

The fax beeps once to show that the document has been successfully sent. If an error occurs while sending, the fax beeps intermittently for a few seconds. If this happens, try sending the document again.

If you want to stop sending, press [STOP].

The fax automatically redials if the receiving fax does not answer or if the line is busy. For details on redialling, see page 44.



Adding Pages

Insert the next sheet so it slightly overlaps the preceding one by about 2 cm.

Redialling

Auto

When a facsimile number is busy or does not answer, or an error occurred while sending from the memory, your fax waits two minutes and then automatically redials the same number. If there is still no answer, it waits two more minutes, then tries again. If there is still no answer, it prints out an Activity Report.*

To cancel automatic redialling, do the procedure "Erasing Documents from the Memory" on page 84.

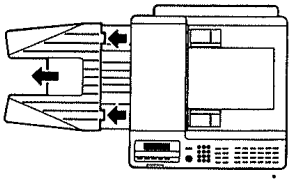
Manual

If you use Regular Dialling, you can also redial numbers manually. To redial numbers manually, simply press [REDIAL] on the control panel. The last number you called from the numeric keys will be redialled.

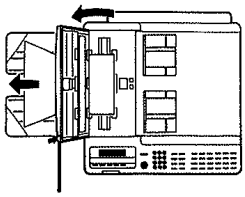
* *For details on Activity Reports, see page 136.*

Clearing Document Jams

1 Press STOP.



2 Remove the document tray.



Release button

3 Press and hold the release button to open the top cover. Then remove the document while holding the top cover.

Pull the document out in either direction. After removing the document, close the top cover so that it clicks shut.

Using the Programme Key

To save time when sending documents, you can register the document settings (FINE-SUPER FINE, LIGHTER-DARKER, HALFTONE-TYPE OF DOC. and AA settings) for a particular kind of document under the PROGRAMME key. You then only have to press one key and the fax will make all the document settings automatically. For example, if your office often sends documents that contain both extremely fine lines and photos, you probably would use the FINE and AA settings. By registering these settings under the PROGRAMME key, you only have to press one key to make the appropriate document settings. You can also use the PROGRAMME key to perform one of the following functions covered by the One-touch Speed Dialling panels:

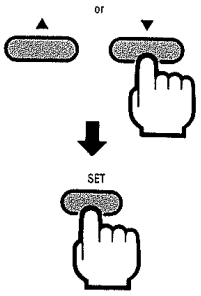
Memory Reference Memory Polling Relay Broadcast Confidential Mailbox
Delayed Transaction Report Extra Touch Tone

This saves you the trouble of having to open the One-touch panels to press one of the function keys.

NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

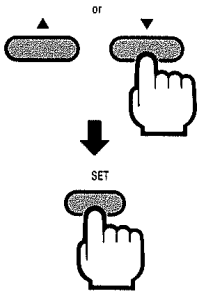
1 Open the One-touch Speed Dialling panels. Then press USER DATA.

```
USER DATA
1.ENTER YOUR TEL
```



2 Use the search keys to display "PRE-PROGRAMMED KEY." Then press SET.

```
USER DATA
9.PRE-PROGRAMMED KEY
```



3 If you want to register document settings, press the search keys until the display shows "IMAGING MODE SET." Then press SET.

```
9.PRE-PROGRAMMED KEY
1.IMAGING MODE SET
```

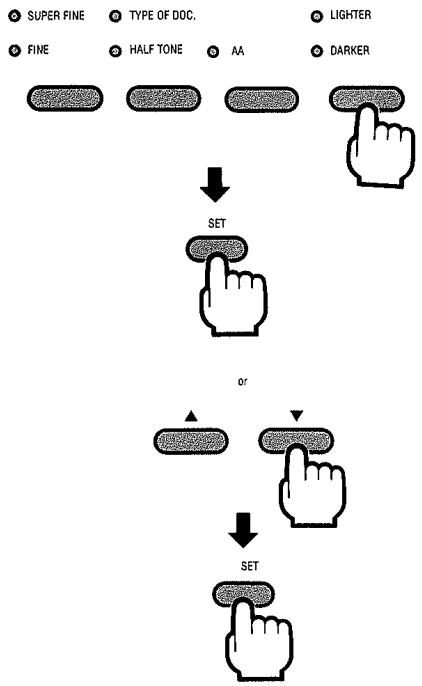
```
1.IMAGING MODE SET
PLEASE SELECT MODE
```

or

If you want to register a function, press the search keys until the display shows "FUNCTION SET." Then press SET.

```
9.PRE-PROGRAMMED KEY
2.FUNCTION SET
```

```
2.FUNCTION SET
  MEMORY REFERENCE
```

4 If you are registering document settings, make the appropriate document settings. Then press SET.

You can register the FINE-SUPER FINE, DARKER-LIGHTER, HALFTONE-TYPE OF DOC. and AA settings. If you use the HALFTONE, TYPE OF DOC. or AA setting, you cannot use SUPER FINE.

or

If you are registering a function, press the search keys until the function appears on the display. Then press SET.

5 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

Write the name of the function that you registered on the seal above the key.

Making Document Settings with the Programme Feature

When feeding documents into the fax, simply press PROGRAMME. The fax will automatically make the document settings that you registered under the key.

If you registered a function under the PROGRAMME key, simply press PROGRAMME when you come to the step that asks you to press the particular function key.

Receiving Documents

The fax can receive documents either manually or automatically. If you use your fax line as a normal telephone line, set the fax to receive documents manually. When you get a call, you can easily tell whether it's a normal phone call or somebody trying to send you a document. Otherwise, if you set the fax to receive automatically and somebody calls, you will not be able to converse.

Set the fax to receive automatically when you plan to be away from the office or if you rarely use the fax line for talking. When someone sends you a document, you don't have to lift a finger. The fax receives the document completely automatically. Even if the paper runs out, any incoming documents are safely stored in the memory. You can print them out at your convenience.

Receiving Documents Manually

In order to receive manually, you first have to set the switch to . The MANUAL lamp lights to show that the fax is set to receive manually.

NOTE: You cannot receive documents if there is another document fed into the fax.

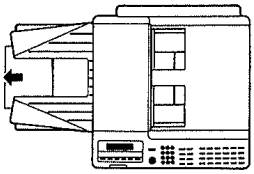
1 When the phone rings, pick up the handset.

2 When you hear a slow beep, press START.

```
RECEIVE
TX/RX NO.      0037
```

If a person comes on the line instead, follow their instructions and press [START] when they tell you to.

Hang up the phone when the fax displays "RECEIVE." If you do not hang up the phone, the fax beeps continuously after you receive the document.



3 The fax receives the document.

```
          312 228 5700
TX/RX NO.       0037
```

```
          CANON U.S.A.
RECEIVE         P.001
```

The fax beeps once to show that your document has been received. If there is an error, the fax beeps continuously.

To stop receiving before it's finished, press [STOP].

Receiving Documents Automatically

To receive documents automatically, set the switch to . When the fax is set for automatic receiving, the MANUAL lamp is off. Even if the paper runs out, the fax automatically stores any documents it receives in the memory.

Do not allow a large volume of documents to pile up in the exit tray or else they may fall into the paper tray.

Printing Out Documents Received in the Memory

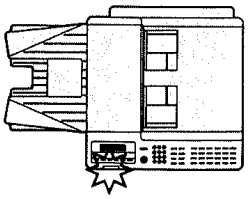
When the fax is set for automatic receiving, it stores incoming documents in the memory if the recording paper or toner has run out.

The fax can store up to 12 A4-size pages.* To print out documents received in the memory, follow the procedure below.

If you don't want to receive documents in the memory, set items #15 on the User Switch menu to OFF. For more details on the User Switches, see page 148.

NOTE: If the memory is full, the fax cannot store incoming documents.

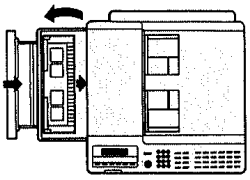
* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



1 Check the display for any documents received in the memory.

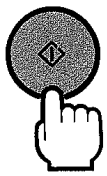
```
(Date)
RECEIVED IN MEMORY
```

The fax displays the above message when there are documents in the memory.



2 Load the recording paper and/or toner.

See page 17 for details on loading recording paper and page 14 for details on loading toner.



3 Press START.

```
MEMORY COPY
```

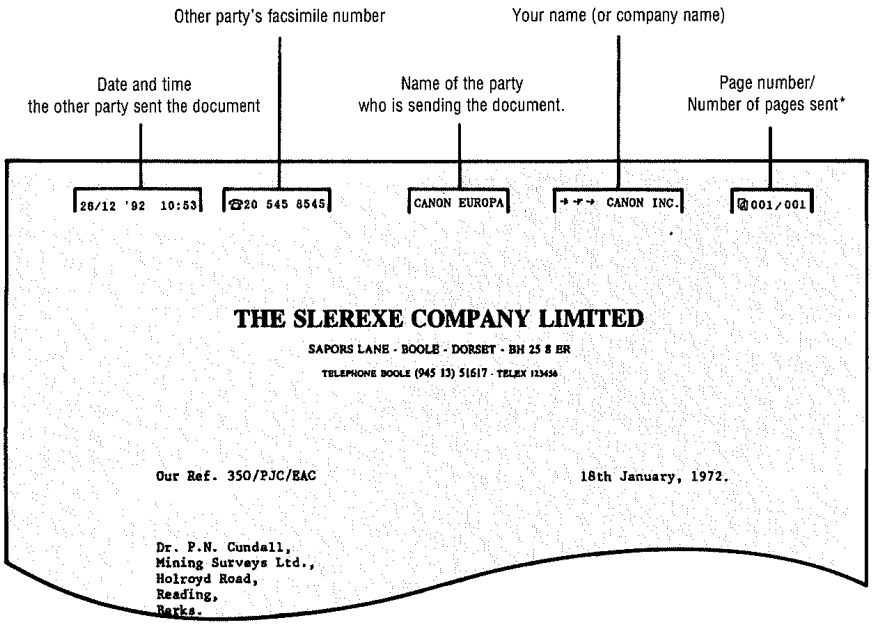
The fax prints out the documents. After the documents are printed, they are erased from the memory.

If you turn the power OFF when there are documents in the memory, the documents are erased. See page 85 for details on how to check if any documents have been erased.

Identifying the Party Sending the Documents

Most documents that you receive will have the other party's ID printed out at the top of the document. This is like the return address on a letter. You can tell at a glance who is sending the document.

The illustration below shows a typical document with the ID printed out at the top. The amount of information that appears in the ID depends on the type and settings of the facsimile unit that is sending the document.



* *This is printed out only if the other party sends the document from memory.*

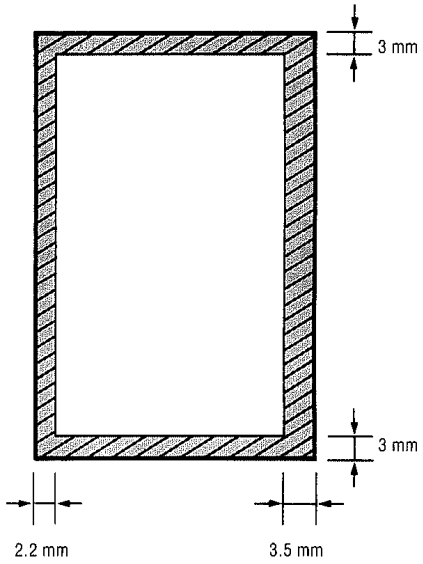
How the Fax Receives Documents

If the other party sends you a document that is not the same size as the paper that is loaded in the fax, the document may be reduced in size or divided depending on:

- The size of the document that the other party sends.
- The size of the paper you are using.

What the Fax Doesn't See when Receiving

The shaded parts of the document shown below are not recorded by your fax. This applies to all sizes of paper loaded in the fax.



ECM Sending and Receiving

Your fax incorporates the new ECM (Error Correction Mode) feature. This is a fully automatic feature that greatly reduces system and line errors when sending and receiving.

In order to communicate via ECM, the other fax must also have the ECM feature. If it does, your fax automatically switches into ECM. You don't have to do anything. When communicating via ECM, the display shows "ECM TX" or "ECM RX." If the other fax doesn't have ECM, you can still communicate normally with it using any of the operations described in this manual.

If you don't want to communicate via ECM, set item #14 on the User Switch menu to OFF. For more details on the User Switches, see page 148.

NOTE: Even when communicating via ECM, line errors can occasionally occur if there is a bad connection.

Different Ways of Dialling

When sending documents, you have to dial the other party's facsimile number. The quickest way to dial is to use one of the automatic dialling features:

- One-touch Speed Dialling allows you to dial a number at the press of a key.
- Coded Speed Dialling is almost as easy as One-touch dialling, except that you press three keys instead of one to dial a number.
- Group Dialling allows you to dial a large group of numbers at the press of a key.
- Expanded Dialling lets you dial an extremely long number at the press of a key.

Before using the automatic dialling features, you have to register the facsimile numbers with the fax. If a number is not registered for automatic dialling, you can still dial using the numeric keys (Regular Dialling).

This chapter shows you everything you need to know about how to register and use the different dialling methods. You also learn important information regarding international dialling and dialling through a switchboard.

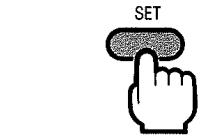
Registering One-touch and Coded Speed Dialling

This procedure shows you how to register facsimile or telephone numbers for both One-touch and Coded Speed Dialling.

- One-touch Speed Dialling allows you to dial a telephone or facsimile number at the press of a key. You can register up to 48 numbers. Each number can contain up to 38 digits long.
- Coded Speed Dialling allows you to dial a telephone or facsimile number by pressing only three keys (the [CODED DIAL] key and a two-digit code). You can register up to 100 numbers for Coded Speed Dialling. Each number can be up to 38 digits long.

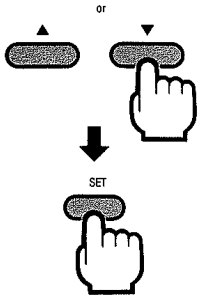
NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

1 Open the One-touch Speed Dialling panels. Then press TEL REGISTRATION.



2 If you want to register One-touch Speed Dialling, press SET.

or



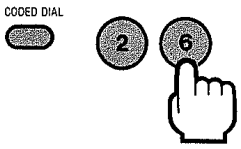
If you want to register Coded Speed Dialling, use the search keys to display "CODED SPEED DIAL". Then press SET.

3 If you are registering One-touch Speed Dialling, close the One-touch panels. Then press the One-touch key under which you want to register the number.

```
1.1-TOUCH SPEED DIAL
02=
```

If a number is already registered under the key you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].

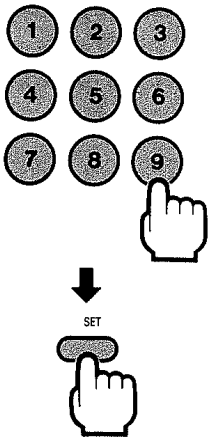
or



If you are registering Coded Speed Dialling, press CODED DIAL and the two-digit code under which you want to register the number.

```
2.CODED SPEED DIAL
*26=
```

If a number is already registered under the code you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].



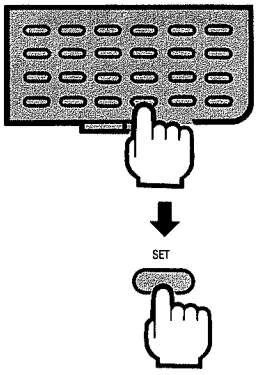
4 Enter the facsimile number. Then press SET.

```
1.1-TOUCH SPEED DIAL
02=      416 795 1111
```

```
1.1-TOUCH SPD NAME:A
02=_
```

If you want to enter a space between numbers, press [SPACE].

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.



5 Enter the other party's name. Then press SET.

```
1.1-TOUCH SPD NAME:A
02=CANON CANADA
```

```
1.1-TOUCH SPD NAME
DATA ENTRY OK
```

```
NEED TO SET TX MODE?
YES=(CLEAR) NO=(SET)
```

For details on entering names, see page 30.

6 If you want to register additional facsimile numbers for One-touch or Coded Speed Dialling, press SET. Then return to step 3.

The fax automatically sets the sending speed to 9600 bps.

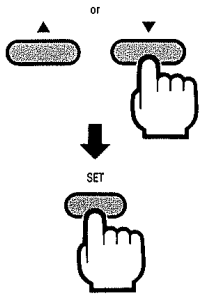
or

If you want to select the sending speed, press CLEAR. Then go on to step 7.

or

If you want to end registration, go on to step 9.

The fax automatically sets the sending speed to 9600 bps.



7 Use the search keys to select the sending speed.* Then press SET.

```
1.1-TOUCH SPD MODE1
02=9600bps
```

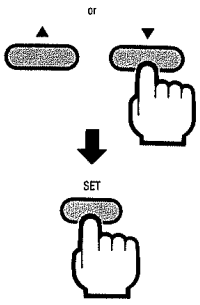
```
1.1-TOUCH SPD MODE1
DATA ENTRY OK
```

The sending speed determines the rate at which your documents are sent through the phone line:

Select 9600 bps for the fastest possible transmission. If line problems occur, the fax automatically adjusts the speed for the best possible transmission.

Select 4800 bps if you are sending over a line with a bad connection.

* *Users in Belgium cannot select the sending speed.*



8 Use the search keys to select the long distance setting. Then press SET.

```
1.1-TOUCH SPD MODE2
02=LONG DISTANCE 0
```

```
1.1-TOUCH SPD MODE2
DATA ENTRY OK
```

There are four settings, numbered 0 to 3:

If the facsimile number you are registering is not a long distance number, set to "0".

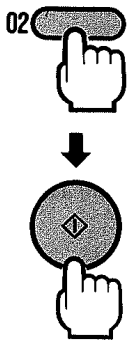
If the facsimile number is a long distance number, you can use any of the settings from 1-3. First try setting "1". If you have problems sending or receiving due to poor telephone lines, register the number again and try settings 2 and 3 until you correct the problem.

9 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

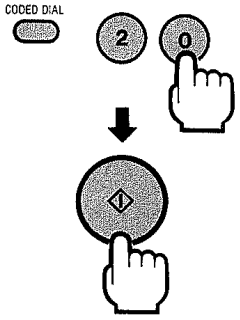
To check that the number you registered is correct, print out the list of registered facsimile numbers. For details, see page 143.

Using One-touch and Coded Speed Dialling



1 When you come to a step that asks you to dial, press the appropriate One-touch Speed Dialling key. Then press START.

or



When you come to a step that asks you to dial, press CODED DIAL and enter the appropriate two-digit code. Then press START.

The fax automatically dials the number you registered.

You can use One-touch or Coded Speed Dialling for any operation that requires you to dial a facsimile or telephone number.

If there is no number registered under the Speed Dialling number, the fax displays "NO TEL #." Make sure you entered the correct Speed Dialling number, and that the number you want to dial is actually registered for Speed Dialling.

If you make a mistake when dialling, press [STOP]. Then try dialling again.

Registering Group Dialling

Group Dialling allows you to dial previously registered One-touch and Coded Speed Dialling facsimile numbers together as a group. This means you only need to press one key to dial a large group of numbers automatically.

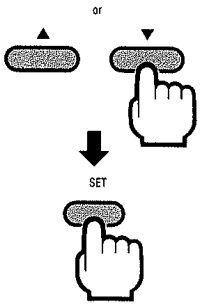
You can register up to 148 groups for either One-touch or Coded Speed Dialling. Make sure there is a Speed Dialling number available before trying to register Group Dialling.

NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

Example: Register One-touch Speed Dialling number 3 and Coded Speed Dialling number 26 under One-touch key 26.

1 Open the One-touch Speed Dialling panels. Then press TEL REGISTRATION.

```
TEL REGISTRATION
1.1-TOUCH SPEED DIAL
```

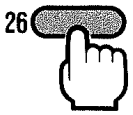


2 Use the search keys to display "GROUP DIAL." Then press SET.

```
TEL REGISTRATION
3.GROUP DIAL
```

```
3.GROUP DIAL
01=1-TOUCH SPD DIAL
```

You can also press [3] to call up the display.



3 Press the One-touch key under which you want to register the group.

```
3.GROUP DIAL
  26=
```

If you want to register the group for Coded Speed Dialling instead, press [CODED DIAL]. Then use the numeric keys to enter the appropriate two-digit number.

If a number is already registered under the key you choose, the fax displays one of the following messages on the bottom line of the display:

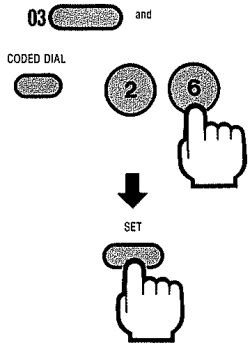
"1-TOUCH SPD DIAL" "CODED DIAL"

"GROUP DIAL" "EXPANDED DIAL"

If this happens, choose another key.

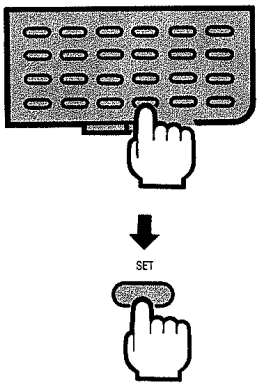
4 Press SET.

```
TEL=
```



5 Enter the Speed Dialling numbers. Then press SET.

Simply enter the appropriate One-touch or Coded Speed Dialling numbers you want to register as a group.



6 Enter the name of the group. Then press SET.

```
3.GROUP DIAL NAME:A
 26=CANON A
```

```
3.GROUP DIAL NAME
DATA ENTRY OK
```

```
3.GROUP DIAL
 27=
```

For details on entering names, see page 30.

7 If you want to register another group of numbers, go back to step 3.

or

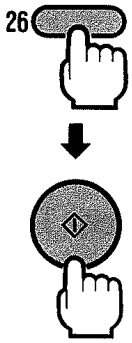
If you want to complete registration, go on to step 8.

8 Open the One-touch panels. Then press STANDBY and close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

To check that the number you registered is correct, print out the list of registered facsimile numbers. For details, see page 143.

Using Group Dialling



Enter the One-touch or Coded Speed Dialling number. Then press START.

You can use Group Dialling for the following operations:

- *Sending the same document to more than one location.*
- *Confidential sending to more than one location.*
- *Polling from more than one location.*

When you come to a step that asks you to dial, simply enter the appropriate One-touch or Coded Speed Dialling number. Then press [START]. The fax automatically dials the group you registered under that number.

If there is no group registered under the number you enter, the fax displays "NO TEL #." Make sure you entered the correct number and that the group you want to dial is actually registered for One-touch or Coded Speed Dialling.

If you make a mistake when dialling, press [STOP]. Then try dialling again.

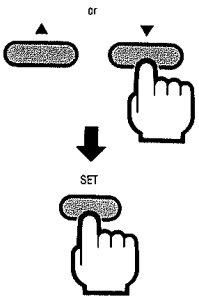
Changing a Group Dialling Number

Use this procedure to:

- Add or delete Speed Dialling numbers in a group.
- Change the name of the group.
- Cancel Group Dialling for a specific key.

1 Open the One-touch Speed Dialling panels. Then press TEL REGISTRATION.

```
TEL REGISTRATION
1.1-TOUCH SPEED DIAL
```



2 Use the search keys to display "GROUP DIAL." Then press SET.

```
TEL REGISTRATION
3.GROUP DIAL
```

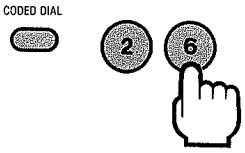
```
3.GROUP DIAL
 01=1-TOUCH SPD DIAL
```

You can also press [3] to call up the display.

3 If you are a changing a group registered for One-touch Speed Dialling, press the appropriate One-touch key.

```
3.GROUP DIAL
 26=GROUP DIAL
```

or



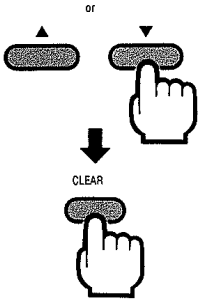
If you are changing a group registered for Coded Speed Dialling, press CODED DIAL. Then enter the appropriate two-digit code.

```
3.GROUP DIAL
*26=GROUP DIAL
```

4 Press SET.

5 If you want to add numbers, enter the new One-touch or Coded Speed Dialling numbers.

and/or



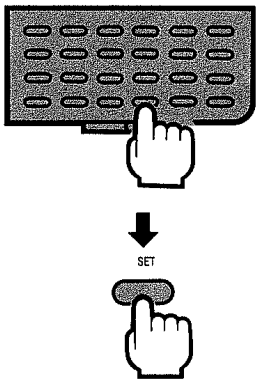
If you want to erase numbers, locate a number with the search keys. Then press CLEAR.

Repeat to erase other numbers. If you erase all the numbers, the key is free and can be used to register new numbers.

6 Press SET.

```
TEL=       1 773 3173
DATA ENTRY OK
```

```
3.GROUP DIAL NAME:A
  26=CANON A
```



7 If you want to change the name of the group, enter the new name. Then press SET.

```
3.GROUP DIAL NAME:A
  26=CANON B
```

```
3.GROUP DIAL NAME
DATA ENTRY OK
```

```
3.GROUP DIAL
  27=
```

For details on entering names, see page 30.

or

If you don't want to change the name, go on to step 8.

If there are more Group Dialling numbers you want to change, go back to Step 3. If you want to complete registration, go on to step 8.

8 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

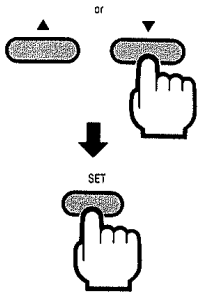
Registering Expanded Dialling

Expanded Dialling allows you to dial an extremely long facsimile number at the touch of a key. The Expanded Dialling entry can contain up to 118 digits. You register the number for either One-touch or Coded Speed Dialling, so make sure there is an unregistered number available before trying to register.

NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

1 Open the One-touch Speed Dialling panels. Then press TEL REGISTRATION.

```
TEL REGISTRATION
1.1-TOUCH SPEED DIAL
```



2 Use the search keys to display "EXPANDED DIAL." Then press SET.

```
TEL REGISTRATION
4.EXPANDED DIAL
```

```
4.EXPANDED DIAL
 01=1-TOUCH SPD DIAL
```

You can also press [4] to call up the display.

3 Press the key under which you want to register the number.

```
4.EXPANDED DIAL
 05=
```

If you want to register the number for One-touch Speed Dialling, press the appropriate One-touch Speed Dialling key.

If you want to register the number for Coded Speed Dialling, press [CODED DIAL]. Then use the numeric keys to enter the appropriate two-digit number.

If a number is already entered under the key you choose, the fax displays one of the following messages on the bottom line of the display:

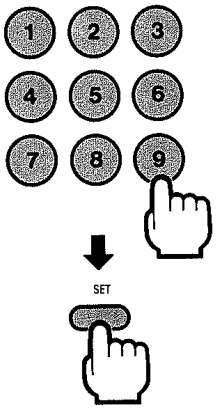
"1-TOUCH SPD DIAL" "CODED DIAL"

"GROUP DIAL" "EXPANDED DIAL"

If this happens, choose another key.

4 Press SET.

```
4.EXPANDED DIAL
  05=
```



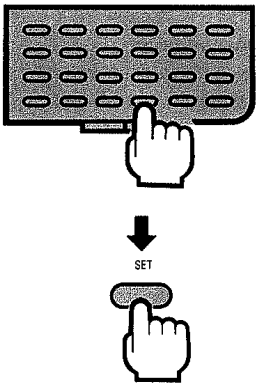
5 Enter the facsimile number. Then press SET.

```
4.EXPANDED DIAL
 05=9 5640 0694 3492
```

```
4.EXPANDED DIAL
DATA ENTRY OK
```

```
4.EXPANDED DIAL NAME
  05=
```

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.



6 Enter the name of the other party. Then press SET.

```
4.EXPANDED DIAL NAME
  05=CANON SALES
```

```
4.EXPANDED DIAL NAME
DATA ENTRY OK
```

```
4.EXPANDED DIAL
  06=
```

For details on entering names, see page 30.

7 If you want to register another group of numbers, go back to step 3.

or

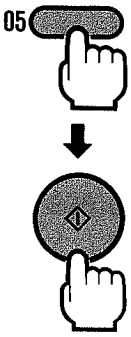
If you want to complete registration, go on to step 8.

8 Open the One-touch panels. Then press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

To check that the number you registered is correct, print out the list of registered facsimile numbers. For details, see page 143.

Using Expanded Dialling



Enter the One-touch or Coded Speed Dialling number. Then press START.

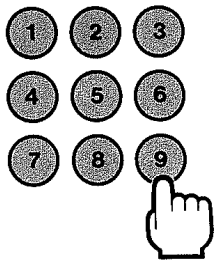
You can use Expanded Dialling for any operation that requires you to dial a facsimile number. When you come to a step that asks you to dial, simply enter the appropriate One-touch or Coded Speed Dialling number. The fax dials the number you registered under that key.

If there is no number registered under the key you press, the fax displays "NO TEL #." Make sure you pressed the correct key and that the number you want to dial is actually registered for Expanded Dialling.

If you make a mistake when dialling, press [STOP]. Then try dialling again.

Regular Dialling

Regular Dialling allows you to dial a number that isn't registered for any of the automatic dialling methods. When you come to a step that asks you to dial, simply follow the procedure below.



1 Dial the number using the numeric keys on the control panel.

If you use Direct Sending, make sure the DIRECT TX lamp lights.

2 Press SET or START.

If you make a mistake when dialling, press [CLEAR]. Then try dialling again.

Dialling International Numbers

When registering international numbers, you sometimes have to insert a pause either within or after the number. The location of the pause and the actual pause time differ depending on the system. Contact your local Canon authorized dealer sales or service representatives or your local telephone company for further information.

Using the Fax through a Switchboard

If your fax is connected through a switchboard (PBX internal switching system), you have to dial an outside line number along with the regular facsimile number. The outside line number must also be registered. Depending on the system, you may also have to insert a pause* after the outside line number. Contact your local Canon authorized dealer sales or service representatives or your local telephone company for further information.

The following examples show where you may have to insert a pause (**p**) when dialling overseas or through a switchboard.

A pause within a telephone number

0**p**000 000 0000 2 seconds

A pause after a telephone number

000 000 0000**P** 10 seconds

When you have to make calls to an extension, it may be necessary to press [EXTRA] before dialling the extension number. For further details, contact your local Canon Service Representative.

* *The pause function is ineffective for models sold in Switzerland.*

Dial Tone Detection

In some areas you have to confirm the dial tone in the middle of the facsimile number before dialling the rest of the number. This is called dial tone detection. When registering Speed Dialling numbers, press [D.T.] where dial tone detection is required. The fax will automatically confirm the dial tone before dialling the rest of the number. When you press [D.T.], the fax displays • to indicate that it will wait for the dial tone at this place.

The following example shows where you may have to insert dial tone detection into the number you are dialling.

Example: 348 • 2121

After dialling 348, the fax will wait for the dial tone before dialling the rest of the number.

Adjusting the Pause Time*

The pause key is factory preset to enter a 2 second pause. However, you can change the pause time to suit your PBX or telephone system. Before adjusting the pause time, check with your local Canon authorized dealer sales or service representative or your local telephone company. They will be able to give you more information about the correct pause time to use for your system.

Pauses after the telephone or facsimile number are always fixed at 10 seconds. Adjusting the pause time only works for pauses that you enter within a number. You can adjust the time from 1-15 seconds.

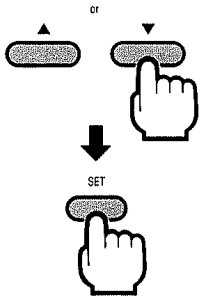
NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

Example: Set the pause time to 8 seconds.

* *The pause function is ineffective for models sold in Switzerland.*

1 Open the One-touch Speed Dialling panels. Then press USER DATA.

```
USER DATA
1.ENTER YOUR TEL
```



2 Use the search keys to display "MID PAUSE." Then press SET.

```
USER DATA
8.MID PAUSE
```

```
8.MID PAUSE
                2
```

You can also press [8] to call up the display.

3 Enter the pause time. Then press SET.

```
8.MID PAUSE
                8
```

```
8.MID PAUSE
DATA ENTRY OK
```

```
USER DATA
9.PRE-PROGRAMMED KEY
```

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.

4 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

Part 3

Using the Copying Feature

The fax is really like having two machines in one: a facsimile machine, and a copy machine. This section explains how to use the copying feature.

Using the Fax to Make Copies

Another great feature of the fax is that it also works as a copy machine. You can automatically make one copy or multiple copies.

How to Make Copies

The fax can make up to 99 copies automatically.

NOTE: You cannot copy if the handset is off the hook. Also, any dust or foreign matter on the document scanning glass will lower the quality of the image. Always keep the glass clean. For details on cleaning the scanning glass, see page 154.

1 Make the appropriate document settings. The lamps light to show the settings.

The fax automatically copies in the FINE setting.

LIGHTER
DARKER

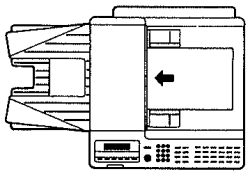
DARKER-LIGHTER
Set to DARKER to darken documents you copy. Set to LIGHTER to lighten them. When both lamps are off, the fax is in the STANDARD setting. This is the correct setting for a normal, typewritten document.

TYPE OF DOC.
HALF TONE

HALFTONE-TYPE OF DOC.
Set to HALFTONE to copy documents containing intermediate tones like a photograph or other graphic image. Set to TYPE OF DOC. to copy the following types of documents. Each time you press the key, the display shows the setting you may choose.
Set to "BL PRT" when copying blueprints or similar documents. Set to "TRACER" to copy documents that contain fine lines made by a very light pencil. Set to "MARKER" to copy documents marked with a Blue Highlighting Marker. Set to "REVIMG" to copy documents in reverse (i.e., change white areas to black and vice versa). The setting you choose appears on the display. When both lamps are off, the fax is in the STANDARD setting. This is the correct setting for a normal, typewritten document.

AA

AA
Set to AA to copy documents with both text and photos.



2 Feed the document into the fax.

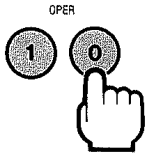
For details on feeding documents, see page 36.

3 Press START.

```
COPY
COPY PAGE          01
```

4 If you only want to make one copy, go on to step 5.

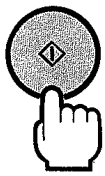
or



If you want to make more than one copy, use the numeric keys to enter the number of copies that you want to make.

```
COPY
COPY PAGE          10
```

The fax can make up to 99 copies at one time. If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.



5 Press START.

```
COPY
COPY PAGE        P.001
```

If you want to stop copying, press [STOP].

Part 4

Using the Memory and Network Features

This section explains the many different memory, network and timer related features of the fax. These can help you increase the efficiency of your facsimile communication. You learn how to:

- Use the memory of the fax.
- Save time when sending the same document to more than one destination.
- Save telephone charges by sending at preset times.
- Relay documents through other units.
- Maintain the privacy of sensitive documents when sending and receiving.
- Request documents from other units.

Using the Fax Memory

The fax has a memory that can store up to 12 A4-size pages.*
You use the memory for storing documents for most sending operations. This chapter shows you everything you need to know about using the fax memory. You learn how to:

- Verify the stored documents.
- Print out reports of the documents in the memory.
- Print out and erase documents stored in the memory.
- Send documents left in the memory.

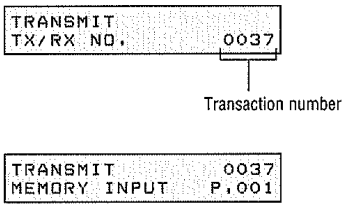
* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*

Learning About the Memory

When sending a document (except when using Direct Sending), you first have to load it into the memory. Each time you load a document into the memory, the fax assigns it a "transaction number." The transaction number is how you identify the document. If you later want to print out the document or erase it before it is sent, you have to know the transaction number.

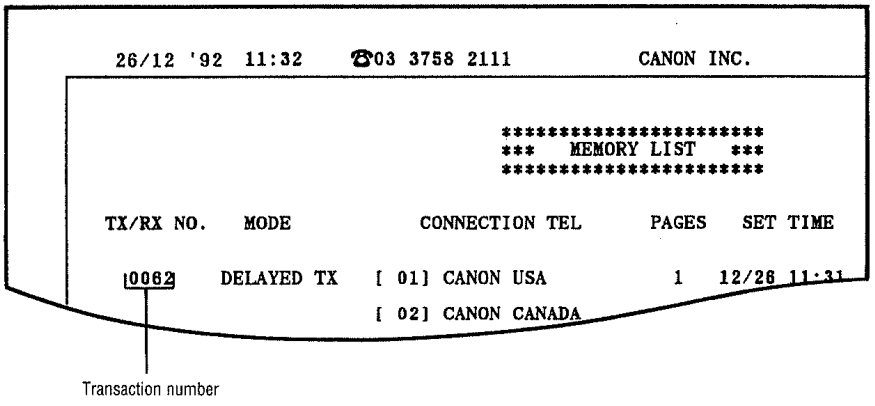
There are two ways to find out a document's transaction number:

- The first is by checking the display when you load the document in the memory. As the document is being loaded, the display shows the following:



If you think you might need the transaction number at a later time, make a note of it.

○ Another way to find out a document's transaction number is by printing out a Memory List. This list helps you identify each document stored in the memory and shows the transaction numbers. For details on printing out Memory Lists, see page 78.


26/12 '92 11:32 ☎03 3758 2111 CANON INC.
****
*** MEMORY LIST ***
****
TX/RX NO. MODE CONNECTION TEL PAGES SET TIME
0062 DELAYED TX [01] CANON USA 1 12/26 11:31
[02] CANON CANADA
Transaction number

After the document is loaded into the memory, the memory lamp lights. When the document has been successfully sent, the lamp goes off. However, if the lamp stays lit, check to see if the recording paper has run out. If it has, see page 17 for details on loading the recording paper.

When you load a document into the memory, there must be enough room to store the entire document. If the memory fills up while loading a document, the fax erases the document you are trying to load. To make room for the document, you either have to erase or send other documents currently stored in the memory.

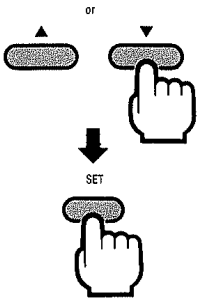
Printing Out Memory Lists

Memory Lists show what documents are stored in the fax memory. Each list shows:

- The transaction number of each document.
- How each document was stored.
- The other party's name and number (if registered for One-touch or Coded Speed Dialling).
- The number of pages of the document.
- The date and time each document was stored in the memory and when it will be sent.
- The name of the person sending the document (TTI).
- Any errors that occurred when sending the document.

1 Open the One-touch Speed Dialling panels. Then press MEMORY REFERENCE.

```
FILE REFERENCE
1.TX RESERVE LIST
```



2 Use the search keys to display "MEMORY LIST." Then press SET.

```
FILE REFERENCE
2.MEMORY LIST
```

```
ACTIVITY REPORT
```

You can also press [2] to call up the display.

3 Close the One-touch Speed Dialling panels.

```
26/12 '92  11:32   ☎03 3758 2111          CANON INC.                    001

                          ************************
                          ***  MEMORY LIST  ***
                          ************************

TX/RX NO.  MODE          CONNECTION TEL      PAGES  SET TIME   START TIME   TTI
  0062     DELAYED TX    [ 01] CANON USA       1   12/26 11:31    09:00    CANON INC.
                         [ 02] CANON CANADA
  0063     DELAYED TX    [ 05] CANON FRANCE    1   12/26 11:32    10:00    CANON-JOHN SMITH
  0022     TRANSMISSION  [ 02] CANON CANADA    1   12/26 09:44    *****    CANON INC.
  0024     TRANSMISSION  [ 02] CANON CANADA    1   12/26 09:46    *****    CANON INC.
  0026     TRANSMISSION  [ 02] CANON CANADA    1   12/26 09:48    *****    CANON INC.
  0058     TRANSMISSION  [ 01] CANON USA       1   12/26 11:26    *****    CANON INC.
  0059     TRANSMISSION  [ 04] CANON UK        1   12/26 11:27    *****    CANON INC.
  0060     TRANSMISSION  [#00] CANON ITALIA    1   12/26 11:28    *****    CANON INC.
```

Shows that an error occurred while sending.

Printing Out Transaction Schedule Reports

Transaction Schedule Reports show what documents are waiting to be sent from the memory. The information in the report is the same as for a Memory List except the Transaction Schedule does not indicate documents you have received or documents that contain errors.

MEMORY REFERENCE

1 Open the One-touch Speed Dialling panels. Then press MEMORY REFERENCE.

```
FILE REFERENCE
1.TX RESERVE LIST
```

SET

2 Press SET. Then close the One-touch Speed Dialling panels.

```
ACTIVITY REPORT
```

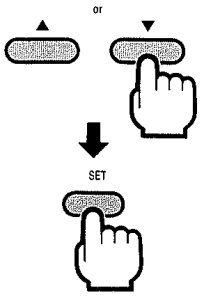
```
26/12 '92  11:51   ☎03 3758 2111          CANON INC.                    001

                    ********************************
                    ***  TRANSACTION SCHEDULE    ***
                    ********************************

TX/RX NO.   MODE          CONNECTION TEL      PAGES  SET TIME     START TIME   TTI
  0062      DELAYED TX    [ 01] CANON USA       1    12/26 11:31    09:00     CANON INC.
                          [ 02] CANON CANADA
  0063      DELAYED TX    [ 05] CANON FRANCE    1    12/26 11:32    10:00     CANON-JOHN SMITH
  0067      ORIG. TX      [*00] CANON ITALIA    1    12/26 11:47    11:00     CANON INC.
                          [*02] CANON AUSTRALIA
                          [ 05] CANON FRANCE
  0068      CONFID. TX    [*02] CANON AUSTRALIA 1    12/26 11:48    12:00     CANON-JOHN SMITH
                          [ 03] CANON EUROPA
```

Printing Out Documents You Stored in the Memory

Use this procedure to print out documents that you stored in the memory (except confidential documents). Before printing out a document, make sure you know its transaction number. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.

1 Open the One-touch Speed Dialling panels. Then press MEMORY REFERENCE.

```
FILE REFERENCE
1.TX RESERVE LIST
```

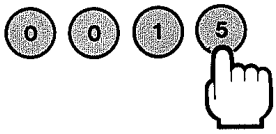


2 Use the search keys to display "PRINT MEMORY FILE." Then press SET.

```
FILE REFERENCE
3.PRINT MEMORY FILE
```

```
3.PRINT MEMORY FILE
TX/RX NO.      0001
```

You can also press [3] to call up the display.



3 Enter the transaction number of the document you want to print.

```
3.PRINT MEMORY FILE
TX/RX NO.      0015
```

You can also enter the number by using the search keys.

4 Press SET.

If the document includes only one page, printing will start immediately after you press [SET]. If printing doesn't start, more than one page has been stored in the memory. Go on to step 5.

5 If you want to print out only one page, press CLEAR.

or

If you want to print out all pages, press SET.

6 Press STANDBY. Then close the One-touch Speed Dialling panels.

Sending Documents Left in the Memory (1)

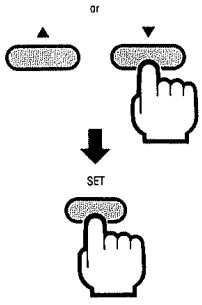
Occasionally, the fax may fail to send a document from the memory because of an error. If this happens, the document remains in the memory. There are two ways to send the document:

- If you want to send to the same destination as you originally dialled, do the following procedure.
- If you want to change the destination of the document, do "Sending Documents Left in the Memory (2)" on page 82.

Before sending the document, make sure you know its transaction number. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.

1 Open the One-touch Speed Dialling panels. Then press MEMORY REFERENCE.

```
FILE REFERENCE
1.TX RESERVE LIST
```

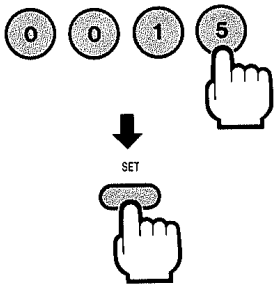


2 Use the search keys to display "MEM. RETRANSMIT." Then press SET.

```
FILE REFERENCE
6.MEM. RETRANSMIT
```

```
6.MEM. RETRANSMIT
TX/RX NO.        0001
```

You can also press [6] to call up the display.



3 Enter the transaction number of the document you want to send. Then press SET.

```
6.MEM. RETRANSMIT
TX/RX NO.        0015
```

```
6.MEM. RETRANSMIT
TX/RX NO.
```

You can also enter the number by using the search keys.

The fax begins sending the document after you press [SET]. After the document is sent, the fax erases it from the memory.

Sending Documents Left in the Memory (2)

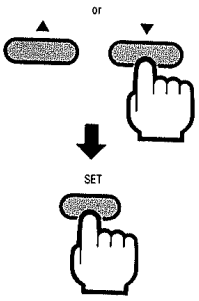
Occasionally, the fax may fail to send a document from the memory because of an error. If this happens, the document remains in the memory. There are two ways to send the document:

- ○ If you want to change or add the destination of the document, do the following procedure.
- ○ If you want to send to the same destination as you originally dialled, do the procedure "Sending Documents Left in the Memory (1)" on page 81.

Before sending the document, make sure you know its transaction number. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.

1 Open the One-touch Speed Dialling panels. Then press MEMORY REFERENCE.

```
FILE REFERENCE
1.TX RESERVE LIST
```

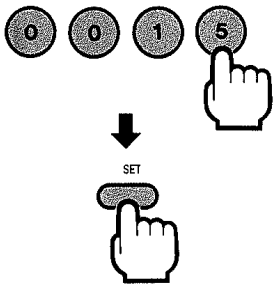


2 Use the search keys to display "MEMORY TX." Then press SET.

```
FILE REFERENCE
4.MEMORY TX
```

```
4.MEMORY TX
TX/RX NO.       0001
```

You can also press [4] to call up the display.

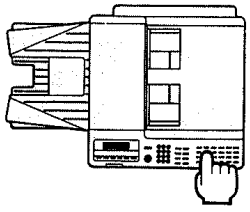


3 Enter the transaction number of the document you want to send. Then press SET.

```
4.MEMORY TX
TX/RX NO.       0015
```

```
TEL=
```

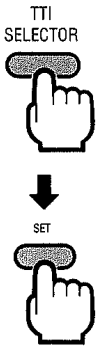
You can also enter the number by using the search keys.



4 Dial the facsimile number. Then press SET.

For details on registering and using the different dialling methods, see page 54. Don't forget to press [SET] when using Regular Dialling.

You can send to up to 149 destinations.

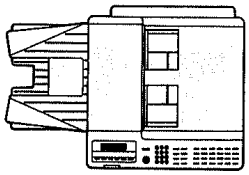


5 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
MEMORY TX NAME
01  CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



6 The fax sends the document. Close the One-touch Speed Dialling panels.

After the document is sent, the fax erases it from the memory.

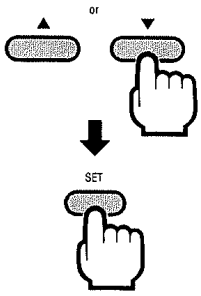
Erasing Documents from the Memory

This procedure only erases documents that you stored yourself. It does not erase documents that you received from another party.

Before trying to erase a document, make sure you know its transaction number. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.

1 Open the One-touch Speed Dialling panels. Then press MEMORY REFERENCE.

```
FILE REFERENCE
1.TX RESERVE LIST
```

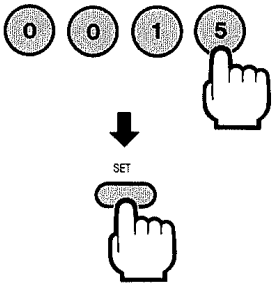


2 Use the search keys to display "CLEAR MEMORY FILE." Then press SET.

```
FILE REFERENCE
5.CLEAR MEMORY FILE
```

```
5.CLEAR MEMORY FILE
TX/RX NO.      0001
```

You can also press [5] to call up the display.



3 Enter the transaction number of the document you want to erase. Then press SET.

```
5.CLEAR MEMORY FILE
TX/RX NO.      0015
```

```
5.CLEAR MEMORY FILE
TX/RX NO.      0015
```

You can also use the search keys to select the number.

4 Press CLEAR.

```
5.CLEAR MEMORY FILE
ERASING END    0015
```

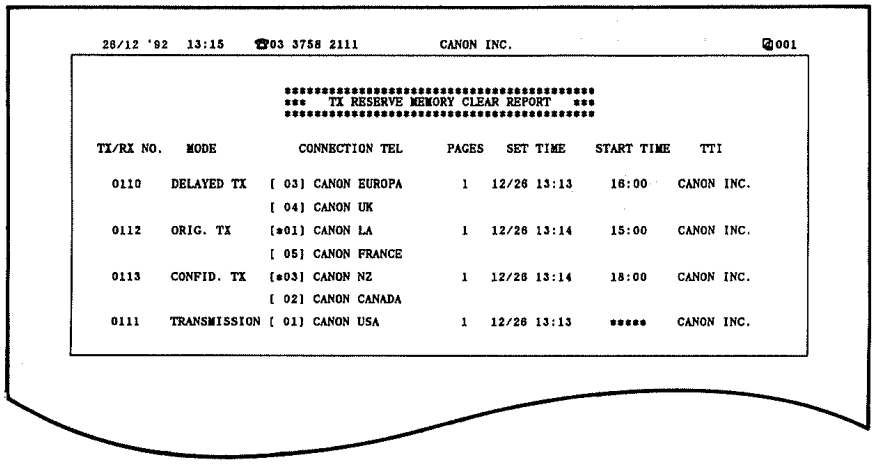
```
5.CLEAR MEMORY FILE
TX/RX NO.      0014
```

If you want to erase other documents in the memory, go back to step 3.

5 Press STANDBY. Then close the One-touch Speed Dialling panels.

Verifying Information That Is Lost after a Power Failure

If there is a power failure, or you accidentally turn the power OFF, all the documents in the memory will be erased. When this happens the fax automatically prints out a report after you turn the power back ON. The information in the report is the same as for a Memory List. For details on Memory Lists, see page 78.



26/12 '92 13:15 ☎03 3758 2111 CANON INC. 001

****
*** TX RESERVE MEMORY CLEAR REPORT ***
****

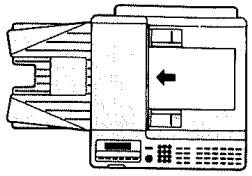
TX/RX NO.	MODE	CONNECTION TEL	PAGES	SET TIME	START TIME	TTI
0110	DELAYED TX	[03] CANON EUROPA	1	12/26 13:13	16:00	CANON INC.
		[04] CANON UK				
0112	ORIG. TX	[*01] CANON LA	1	12/26 13:14	15:00	CANON INC.
		[05] CANON FRANCE				
0113	CONFID. TX	[*03] CANON NZ	1	12/26 13:14	18:00	CANON INC.
		[02] CANON CANADA				
0111	TRANSMISSION	[01] CANON USA	1	12/26 13:13	*****	CANON INC.

Sending to More than One Location

The fax allows you to send the same document to more than one location automatically. This means you only have to feed the document once. The fax then automatically sends it to the locations you select. You can even send the document at a preset time. This allows you to take advantage of lower late night long-distance rates offered by some telephone companies. (Check with your local telephone company regarding rates in your area.)

Sending to More than One Location Directly

This feature allows you to send a document directly to up to 149 locations. The fax first records the document in the memory. Then it automatically sends it to the selected locations.



1 Feed the document into the fax.

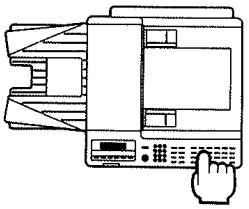
For details on feeding documents, see page 36.
Make sure the DIRECT TX lamp is OFF.

2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR].
Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



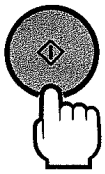
3 Dial the facsimile numbers.

You can send to up to 149 destinations. Simply dial the numbers one after the other.

One-touch Speed Dialling = 48 locations
Coded Speed Dialling = 100 locations
Regular Dialling = 1 location
You can also use Group Dialling

Don't forget to press [SET] when using Regular Dialling.

For details on registering and using the different dialling methods, see page 54.



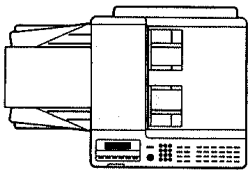
4 Press START to record the document into the memory.

```
TRANSMIT
TX/RX NO.          0003
```

```
TRANSMIT           0003
MEMORY INPUT    P.001
```

*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



5 The fax sends the document.

```
          312 228 5700
DIALLING
```

```
          CANON U.S.A.
CALLING
```

```
          312 228 5700
TX/RX NO.          0003
```

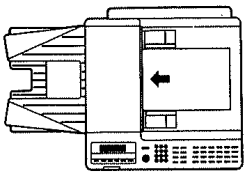
```
          CANON U.S.A.
TRANSMIT    P.001/003
```

The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.

To stop sending before it's finished, press [STOP].

Sending to One or More Locations at a Preset Time

This feature allows you to send a document at a preset time to up to 149 locations. You can load up to 10 different sets of documents, each with its own sending time and destinations.



1 Feed the document into the fax.

For details on feeding documents, see page 36.

2 Open the One-touch Speed Dialling panels. Then press DELAYED TRANSACTION.

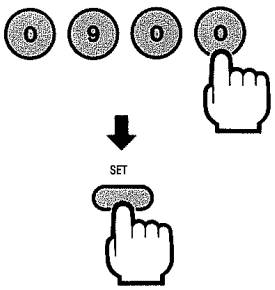
```
DELAYED TRANSACTION
TX/RX NO.
```

3 Press SET.

```
DELAYED TX
TX/RX NO.          0047
```

```
DELAYED TX
SET TIME          13:30
```

This shows the current time.



4 Set the time you want the fax to send the document. Then press SET.

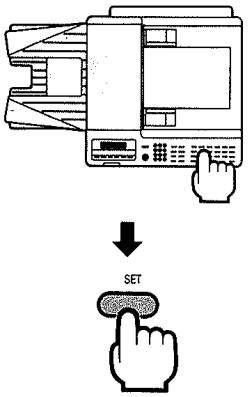
```
DELAYED TX
SET TIME          09:00
```

```
DELAYED TX
ENTER TEL #
```

```
TEL=
```

Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.

If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR].



5 Dial the facsimile numbers. Then press SET.

You can send to up to 149 destinations. Simply dial the numbers one after the other.

One-touch Speed Dialling = 48 locations
Coded Speed Dialling = 100 locations
Regular Dialling = 1 location
You can also use Group Dialling.

Don't forget to press [SET] when using Regular Dialling.

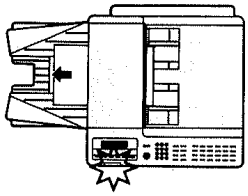
For details on registering and using the different dialling methods, see page 54.

6 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
DELAYED TX          NAME
01  CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR].
Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



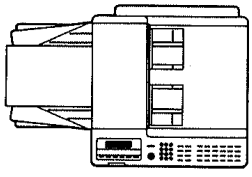
7 The fax records the document into the memory.

```
DELAYED TX
TX/RX NO.          0047
```

```
DELAYED TX         0047
MEMORY INPUT    P.001
```

*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



8 The fax sends the document at the preset time.

```
(Date)
```

You can use the fax for other operations while there are documents waiting to be sent. The fax automatically cancels the preset sending time after it sends the document.

To find out more about using the memory when sending documents, see page 76.

Changing and Cancelling the Settings

When there is a document set for sending at a preset time, you can change the following items:

- Sending time.
- Destination.
- Name of the person sending the document.

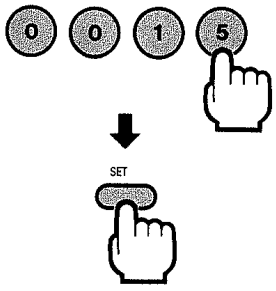
Before trying to change the settings, make sure you know the transaction number of the document. If you don't know the transaction number, print out a Memory List. For details on printing out Memory Lists, see page 78.

NOTE: Use this same procedure to change the settings for:

- Relay Sending at a Preset Time.
- Confidential Sending at a Preset Time.
- Polling at a Preset Time.

1 Open the One-touch Speed Dialling panels. Then press DELAYED TRANSACTION.

```
DELAYED TRANSACTION
TX/RX NO.
```

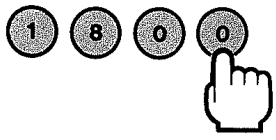


2 Enter the transaction number of the document whose settings you want to change. Then press SET.

```
DELAYED TRANSACTION
TX/RX NO.        0015
```

```
DELAYED TX
SET TIME         09:00
```

This shows the time being set.



3 If you want to change the time, enter the new time.

or

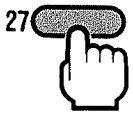
If you want to cancel the time, press CLEAR.
Then go on to step 8.

If you cancel the time, the document is erased from the memory.

or

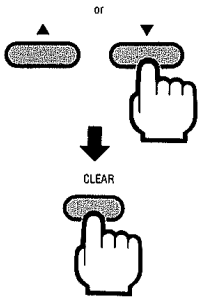
If you don't want to change or cancel the time, go on to step 4.

4 Press SET.



5 If you want to add destinations, simply dial the new numbers.

and/or



If you want to erase a destination, locate the number with the search keys. Then press CLEAR.

Repeat to erase other destinations. If you erase all the numbers, the key is free and can be used to register new numbers.

or

If you don't want to add or erase destinations, go on to step 6.

6 Press SET.

7 If you want to change the name of the person sending the document, press TTI SELECTOR until the new name appears on the display.

or

If you don't want to change the name of the person sending the document, go on to step 8.

8 Press SET. Then close the One-touch Speed Dialling panels.

Sending through a Relay Unit

You can automatically send your document to more than one location through a relay facsimile unit. This is especially useful when you need to send a document long-distance to a group of facsimile units located in the same area. Since sending the document directly to each unit would be quite expensive, you instead send the document to a relay unit located in the same area. This relay unit then forwards (or relays) the document to the receiving units.

There are three ways to send through a relay unit:

- If you often send documents through the same relay unit, use either One-touch or Coded Relay Sending. These allow you to register the entire procedure for either One-touch or Coded Speed Dialling.
- If you only use this feature occasionally, use Regular Relay Sending on page 99.
- If you want to send at a preset time, use the procedure on page 101.

Registering One-touch or Coded Relay Sending

These are the most convenient ways to relay documents. After you register the procedure, all you have to do is feed your document into the fax and enter the appropriate One-touch or Coded Speed Dialling number. You can register as many One-touch or Coded Speed Dialling numbers as you like for this procedure. Just make sure there is an unregistered key available.

Before doing this procedure:

- Find out the group number (sometimes called "table number") that contains the "destination units" (i.e. facsimile units that will receive the relayed document) from the party who will relay the documents.
- Make sure the party who will relay the documents has a Canon fax with relay capability.
- Make sure your facsimile number has been registered with your fax and the relay fax.
- Read "Important Notes when Registering" on page 32.

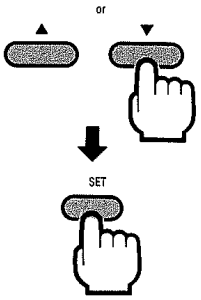
1 Open the One-touch Speed Dialling panels. Then press TEL REGISTRATION.

```
TEL REGISTRATION
1.1-TOUCH SPEED DIAL
```

2 If you are registering One-touch Relay Sending, press SET.

```
1.1-TOUCH SPEED DIAL
01=
```

or



If you are registering Coded Relay Sending, use the search keys to display "CODED SPEED DIAL." Then press SET.

```
TEL REGISTRATION
2.CODED SPEED DIAL
```

```
2.CODED SPEED DIAL
*00=
```

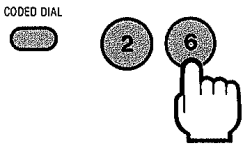
You can also press [2] to call up the display.

3 If you are registering One-touch Relay Sending, close the One-touch panels. Then press the key under which you want to register the number of the relay unit.

```
1.1-TOUCH SPEED DIAL
03=
```

If a number is already registered under the key you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].

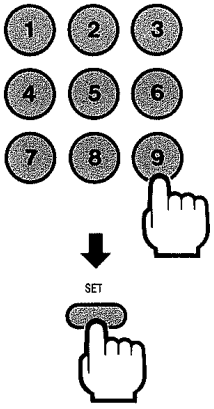
or



If you are registering Coded Relay Sending, press CODED DIAL. Then enter the code under which you want to register the number of the relay unit.

```
2.CODED SPEED DIAL
*26=
```

If a number is already registered under the code you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].

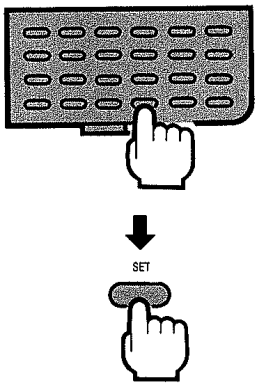


4 Enter the number of the relay unit. Then press SET.

1.1-TOUCH SPEED DIAL 03= 416 678 2730	2.CODED SPEED DIAL *26= 416 678 2730
1.1-TOUCH SPD NAME:A 03=	2.CODED DIAL NAME:A *26=

You can register numbers of up to 38 digits. If you want to enter a space between numbers, press [SPACE].

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.

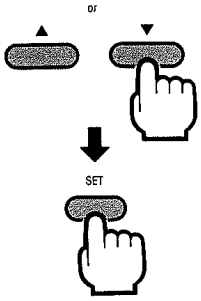


5 Enter the name of the party relaying the document. Then press SET.

1.1-TOUCH SPD NAME:A 03=CANON TOKYO	2.CODED DIAL NAME:A *26=CANON TOKYO
1.1-TOUCH SPD NAME DATA ENTRY OK	2.CODED DIAL NAME DATA ENTRY OK
NEED TO SET TX MODE? YES=(CLEAR) NO=(SET)	NEED TO SET TX MODE? YES=(CLEAR) NO=(SET)

For details on registering names, see page 30.

6 Press CLEAR.



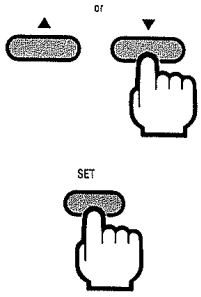
7 Use the search keys to select the sending speed. Then press SET.

1.1-TOUCH SPD MODE 1 03=9600bps	2.CODED DIAL MODE 1 *26=9600bps
1.1-TOUCH SPD MODE 1 DATA ENTRY OK	2.CODED DIAL MODE 1 DATA ENTRY OK

The sending speed determines the rate at which your documents are sent through the phone line:

Select 9600 bps for the fastest possible transmission. If line problems occur, the fax automatically adjusts the speed for the best possible transmission.

Select 4800 bps if you are sending over a line with a bad connection.



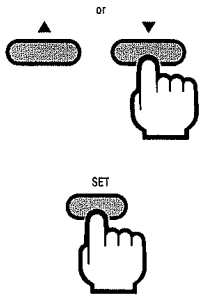
8 Use the search keys to select the long distance settings. Then press SET.

1.1-TOUCH SPD MODE 2 03=LONG DISTANCE 0	2.CODED DIAL MODE 2 *26=LONG DISTANCE 0
1.1-TOUCH SPD MODE 2 DATA ENTRY OK	2.CODED DIAL MODE 2 DATA ENTRY OK

There are four settings, numbered 0 to 3:

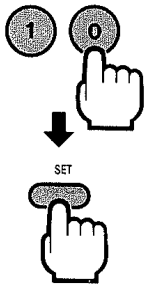
If the facsimile number you are registering is not a long distance number, set to "0".

If the facsimile number is a long distance number, you can use any of the settings from 1-3. First try setting "1". If you have problems sending or receiving due to poor telephone lines, register the number again and try settings "2" and "3" until you correct the problem.



9 Use the search keys to display "ORIG RELAY TX." Then press SET.

1.1-TOUCH SPD MODE 3 03=ORIG RELAY TX.	2.CODED DIAL MODE 3 *26=ORIG RELAY TX.
1.1-TOUCH RELAY TX 03=GROUP # 10	2.CODED RELAY TX *26=GROUP #



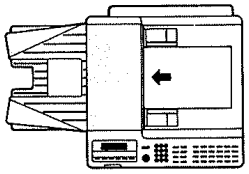
10 Use the numeric keys to enter the group number. Then press SET.

1.1-TOUCH RELAY TX 03=GROUP # 10	2.CODED RELAY TX *26=GROUP #
1.1-TOUCH RELAY TX DATA ENTRY OK	2.CODED RELAY TX DATA ENTRY OK

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.

11 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.



Using One-touch or Coded Relay Sending

1 Feed the document into the fax.

For details on feeding documents, see page 36.

2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
CANON-JOHN SMITH
```

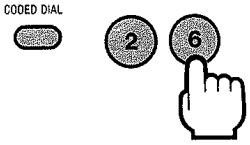
You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.

3 If you are using One-touch Relay Sending, press the appropriate One-touch Speed Dialling key.

```
TEL=    416 678 2730
03 CANON TOKYO
```

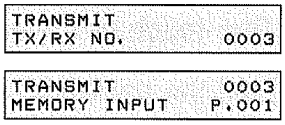
or



If you are using Coded Relay Sending, open the One-touch Speed Dialling panels. Then press CODED DIAL and enter the appropriate Coded Speed Dialling number.

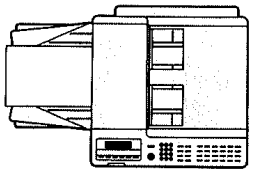
```
TEL=    416 678 2730
*26 CANON TOKYO
```

4 Press START to record the document into the memory.

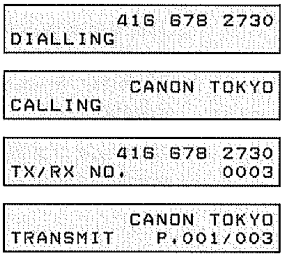


*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



5 The fax sends the document.



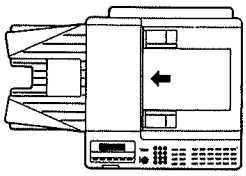
The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.

To stop sending before it's finished, press [STOP].

Regular Relay Sending

Before doing this procedure:

- ○ Find out the group number (sometimes called "table number") that contains the "destination units" (i.e. facsimile units that will receive the relayed document) from the party who will relay the document.
- ○ Make sure your facsimile number has been registered with your fax and the relay fax.



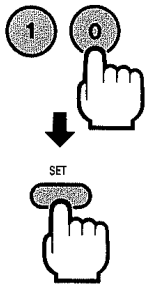
1 Feed the document into the fax.

For details on feeding documents, see page 36.

2 Open the One-touch Speed Dialling panels. Then press RELAY BROADCAST.

```
RELAY BROADCAST
RELAY TX GROUP #  00
```

If you want to cancel Regular Relay Sending, press [RELAY BROADCAST] again.

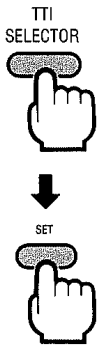


3 Use the numeric keys to enter the group number. Then press SET.

```
RELAY BROADCAST
RELAY TX GROUP #  10
```

```
DOCUMENT READY
          RELAY 10
```

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.

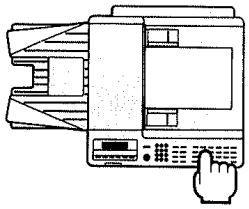


4 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
    CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



5 Dial the facsimile numbers.

You can send to up to 149 relay units. Simply dial the numbers one after the other.

One-touch Speed Dialling = 48 locations
Coded Speed Dialling = 100 locations
Regular Dialling = 1 location
You can also use Group Dialling.

Don't forget to press [SET] when using Regular Dialling.

For details on registering and using the different dialling methods, see page 54.

6 Press START to record the document into the memory.

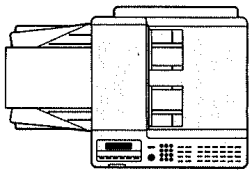
```
RELAY BROADCAST
TX/RX NO.        0003
```

```
RELAY BROADCAST
MEMORY INPUT   P.001
```

```
      (Date)
```

*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



7 The fax sends the document.

```
          312 228 5700
DIALLING
```

```
          CANON U.S.A.
CALLING
```

```
          312 228 5700
TX/RX NO.        0003
```

```
          CANON U.S.A.
TRANSMIT    P.001/003
```

The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.

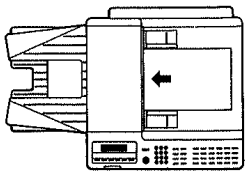
To stop sending before it's finished, press [STOP].

Sending through a Relay Unit at a Preset Time

Before doing this procedure:

- ○ Find out the group number (sometimes called "table number") that contains the "destination units" (i.e. facsimile units that will receive the relayed document) from the party who will relay the document.
- ○ Make sure your facsimile number has been registered with your fax and the relay fax.

You can load up to 10 different sets of documents.

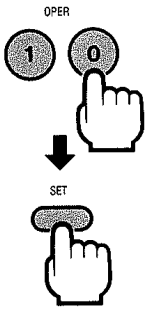


1 Feed the document into the fax.

For details on feeding documents, see page 36.

2 Open the One-touch Speed Dialling panels. Then press RELAY BROADCAST.

```
RELAY BROADCAST
RELAY TX GROUP #  00
```

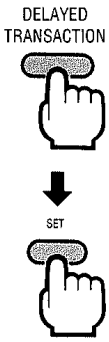


3 Use the numeric keys to enter the group number. Then press SET.

```
RELAY BROADCAST
RELAY TX GROUP #  10
```

```
DOCUMENT READY
            RELAY 10
```

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.



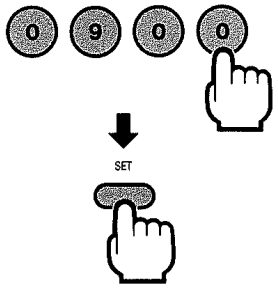
4 Press DELAYED TRANSACTION. Then press SET.

```
DELAYED TRANSACTION
TX/RX NO.         _
```

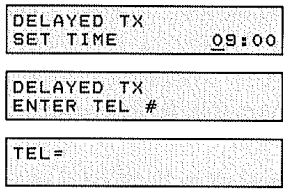
```
DELAYED TRANSACTION
TX/RX NO.         0047
```

```
DELAYED TX
SET TIME        13:30
```

This shows the current time.

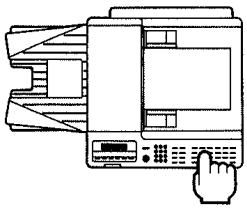


5 Enter the time you want the fax to send the document. Then press SET.



Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.

If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR].



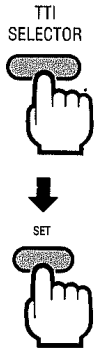
6 Dial the facsimile numbers. Then press SET.

You can send to up to 149 relay units. Simply dial the numbers one after the other.

One-touch Speed Dialling = 48 locations
Coded Speed Dialling = 100 locations
Regular Dialling = 1 location
You can also use Group Dialling.

Don't forget to press [SET] when using Regular Dialling.

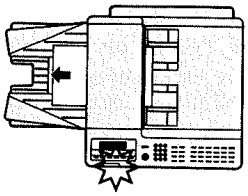
For details on registering and using the different dialling methods, see page 54.



7 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR].
Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



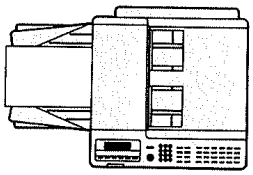
8 The fax records the document into the memory.

```
DELAYED TX
TX/RX NO.        0047
```

```
DELAYED TX       0047
MEMORY INPUT    P.001
```

*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



9 The fax sends the document at the preset time.

```
(Date)
```

You can use the fax for other operations while there are documents waiting to be sent. The fax automatically cancels the preset sending time after it sends the document.
To find out more about using the memory when sending documents, *see page 76.*

To change or cancel the settings see page 90.

Confidential Sending and Receiving

The fax allows you to keep documents confidential when communicating with other Canon facsimile units that have confidential mailbox capability. Documents you want to keep private are first sent to the receiving unit. Instead of being immediately printed out, they are stored in the other unit's "confidential mailbox." The document can only be printed out after the correct secret password is supplied.

There are three ways to send confidential documents:

- If you often send to the same unit, use either One-touch or Coded Confidential Sending. These allow you to register the entire procedure for either One-touch or Coded Speed Dialling.
- If you only use this feature occasionally, use Regular Confidential Sending on page 110.
- If you want to send at a preset time, use the procedure on pages 112-114.

The fax can also receive confidential documents. Confidential receiving is described on pages 115-120.

Registering One-touch or Coded Confidential Sending

Before doing this procedure:

- Make sure the other party's fax is a Canon and has a confidential mailbox.
- Find out the confidential mailbox number of the other party.
- Read "Important Notes when Registering" on page 32.

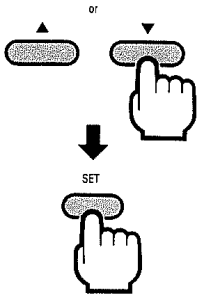
1 Open the One-touch Speed Dialling panels. Then press TEL REGISTRATION.

```
TEL REGISTRATION
1.1-TOUCH SPEED DIAL
```

2 If you are registering One-touch Confidential Sending, press SET.

```
1.1-TOUCH SPEED DIAL
01=
```

or



If you are registering Coded Confidential Sending, use the search keys to display "CODED SPEED DIAL." Then press SET.

```
TEL REGISTRATION
2.CODED SPEED DIAL
```

```
2.CODED SPEED DIAL
*00=
```

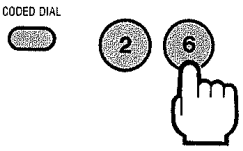
You can also press [2] to call up the display.

3 If you are registering One-touch Confidential Sending, close the One-touch panels. Then press the One-touch key under which you want to register the number of the other unit.

```
1.1-TOUCH SPEED DIAL
02=
```

If a number is already registered under the key you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].

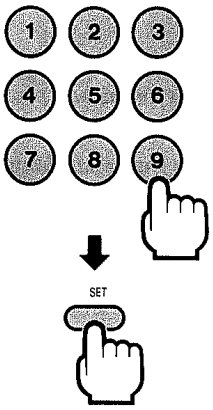
or



If you are registering Coded Confidential Sending, press CODED DIAL. Then enter the two-digit code under which you want to register the number of the other unit.

```
2.CODED SPEED DIAL
*26=
```

If a number is already registered under the key you choose, the fax displays that number. To erase a previously registered number, press [CLEAR].



4 Enter the facsimile number of the other unit. Then press SET.

```
1.1-TOUCH SPEED DIAL
 02=    416 678 2730
```

```
2.CODED SPEED DIAL
*26=    416 678 2730
```

```
1.1-TOUCH SPEED DIAL
DATA ENTRY OK
```

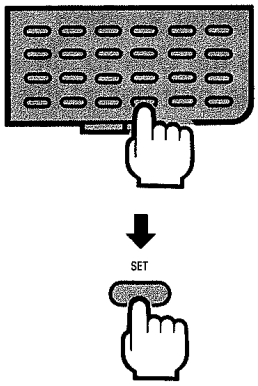
```
2.CODED SPEED DIAL
DATA ENTRY OK
```

```
1.1-TOUCH SPD NAME:A
 02=_
```

```
2.CODED DIAL NAME:A
*26=_
```

You can enter numbers of up to 38 digits. If you want to enter a space between numbers, press [SPACE].

If you make a mistake when entering a number, press [CLEAR]. Then enter the number again.

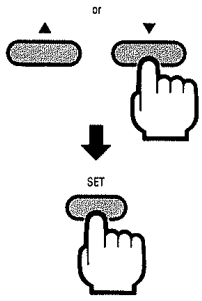


5 Enter the name of the other party. Then press SET.

1.1-TOUCH SPD NAME:A 02=CANON TOKYO	2.CODED DIAL NAME:A *26=CANON TOKYO
1.1-TOUCH SPD NAME DATA ENTRY OK	2.CODED DIAL NAME YES=(CLEAR) NO=(SET)
NEED TO SET TX MODE? YES=(CLEAR) NO=(SET)	NEED TO SET TX MODE? YES=(CLEAR) NO=(SET)

For details on entering names, see page 30.

6 Press CLEAR.



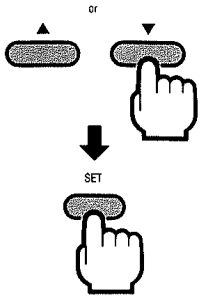
7 Use the search keys to select the sending speed. Then press SET.

1.1-TOUCH SPD MODE 1 02=9600bps	2.CODED DIAL MODE 1 *26=9600bps
1.1-TOUCH SPD MODE 1 DATA ENTRY OK	2.CODED DIAL MODE 1 DATA ENTRY OK

The sending speed determines the rate at which your documents are sent through the phone line:

Select 9600 bps for the fastest possible transmission. If line problems occur, the fax automatically adjusts the speed for the best possible transmission.

Select 4800 bps if you are sending over a line with a bad connection.



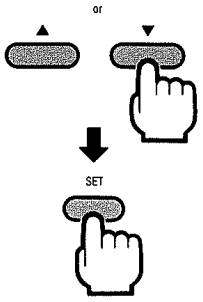
8 Use the search keys to select the long distance settings. Then press SET.

1.1-TOUCH SPD MODE 2 02=LONG DISTANCE 0	2.CODED DIAL MODE 2 *26=LONG DISTANCE 0
1.1-TOUCH SPD MODE 2 DATA ENTRY OK	2.CODED DIAL MODE 2 DATA ENTRY OK

There are four settings, numbered 0 to 3:

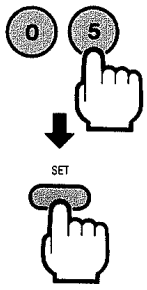
If the facsimile number you are registering is not a long distance number, set to "0".

If the facsimile number is a long distance number, you can use any of the settings from 1-3. First try setting "1". If you have problems sending or receiving due to poor telephone lines, register the number again and try settings 2 and 3 until you correct the problem.



9 Use the search keys to display "CONFIDENTIAL TX." Then press SET.

1.1-TOUCH SPD MODE 3 02=CONFIDENTIAL TX	2.CODED DIAL MODE 3 *26=CONFIDENTIAL TX
1.1-TOUCH SPD CONFID 02=MAILBOX # 00	2.CODED DIAL CONFID *26=MAILBOX # 00



10 Enter the other party's confidential mailbox number. Then press SET.

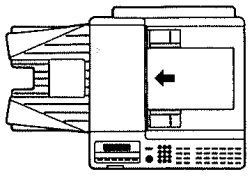
1.1-TOUCH SPD CONFID 02=MAILBOX # 05	2.CODED DIAL CONFID *26=MAILBOX # 05
1.1-TOUCH SPD CONFID DATA ENTRY OK	2.CODED DIAL CONFID DATA ENTRY OK

Confidential mailbox numbers are 2-digit numbers between 00 and 99.

11 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

Using One-touch or Coded Confidential Sending



1 Feed the document into the fax.

For details on feeding documents, see page 36.

2 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
01 CANON SALES SMITH
```

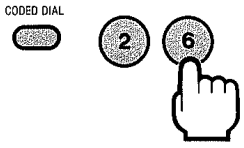
You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.

3 If you are using One-touch Confidential Sending, press the appropriate One-touch Speed Dialling key.

```
TEL=      416 678 2730
02  CANON TOKYO
```

or



If you are using Coded Confidential Sending, press CODED DIAL. Then enter the appropriate Coded Speed Dialling number.

```
TEL=      416 678 2730
*26 CANON TOKYO
```

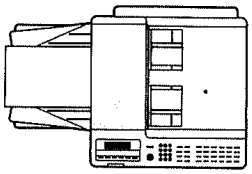
4 Press START to record the document into the memory.

```
TRANSMIT
TX/RX NO.          0003
```

```
TRANSMIT           0003
MEMORY INPUT    P.001
```

*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5 MB memory kit.*



5 The fax sends the document.

```
          416 678 2730
DIALLING
```

```
              CANON TOKYO
CALLING
```

```
          416 678 2730
TX/RX NO.          0003
```

```
              CANON TOKYO
TRANSMIT    P.001/003
```

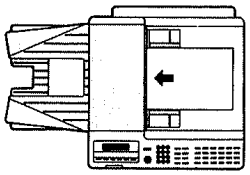
The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.

To stop sending before it's finished, press [STOP].

Regular Confidential Sending

Before doing this procedure:

- ○ Make sure the other party's fax unit is a Canon and has a confidential mailbox.
- ○ Find out the confidential mailbox number of the other party.



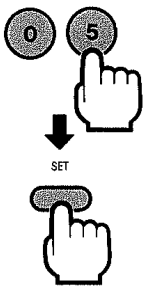
1 Feed the document into the fax.

For details on feeding documents, see page 36.

2 Open the One-touch Speed Dialling panels. Then press CONFIDENTIAL MAILBOX.

```
CONFIDENTIAL TX
SET CONFID MBOX # 00
```

If you want to cancel Regular Confidential Sending, press [CONFIDENTIAL MAILBOX] again.

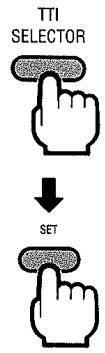


3 Enter the other party's confidential mailbox number. Then press SET.

```
CONFIDENTIAL TX
SET CONFID MBOX # 05
```

```
DOCUMENT READY
          CONF. 05
```

Confidential mailbox numbers are 2-digit numbers between 00 and 99.

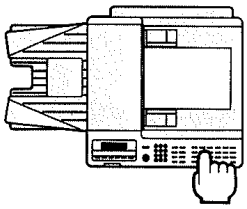


4 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
    CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



5 Dial the facsimile numbers.

You can send to up to 149 destinations. Simply dial the numbers one after the other.

One-touch Speed Dialling = 48 locations
Coded Speed Dialling = 100 locations
Regular Dialling = 1 location
You can also use Group Dialling.

Don't forget to press [SET] when using Regular Dialling.

For details on registering and using the different dialling methods, see page 54.

6 Press START to record the document into the memory.

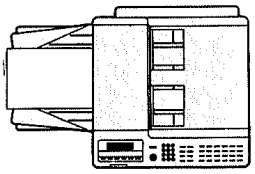
```
CONFIDENTIAL TX
TX/RX NO.        0003
```

```
CONFIDENTIAL TX 0003
MEMORY INPUT   P.001
```

```
      (Date)
```

*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5 MB memory kit.*



7 The fax sends the document.

```
          312 228 5700
DIALLING
```

```
          CANON U.S.A.
CALLING
```

```
          312 228 5700
TX/RX NO.        0003
```

```
          CANON U.S.A.
TRANSMIT    P.001/003
```

The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. To find out more about using the memory when sending documents, see page 76.

To stop sending before it's finished, press [STOP].

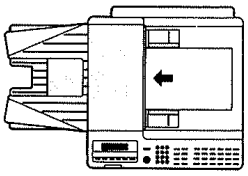
Sending Confidential Documents at a Preset Time

Before doing this procedure:

○ Make sure the other party's fax unit is a Canon and has a confidential mailbox.

○ Find out the confidential mailbox number of the other party.

You can load up to 10 different sets of documents, each with its own destinations and sending times.

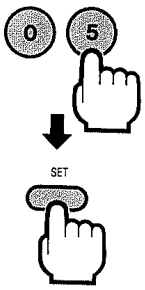


1 Feed the document into the fax.

For details on feeding documents, see page 36.

2 Open the One-touch Speed Dialling panels. Then press CONFIDENTIAL MAILBOX.

```
CONFIDENTIAL TX
SET CONFID MBOX # 00
```

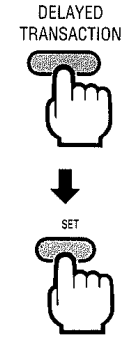


3 Enter the other party's confidential mailbox number. Then press SET.

```
CONFIDENTIAL TX
SET CONFID MBOX # 05
```

```
DOCUMENT READY
          CONF. 05
```

Confidential mailbox numbers are 2-digit numbers between 00 and 99.



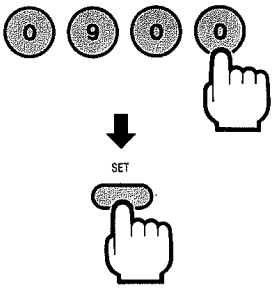
4 Press DELAYED TRANSACTION. Then press SET.

```
DELAYED TRANSACTION
TX/RX NO.
```

```
DELAYED TRANSACTION
TX/RX NO.      0047
```

```
DELAYED TX
SET TIME       13:30
```

This shows the current time.



5 Set the time you want the fax to send the document. Then press SET.

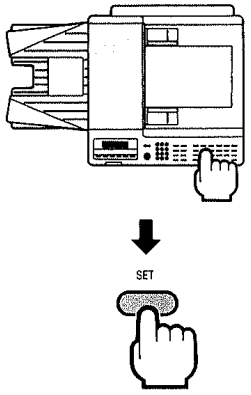
```
DELAYED TX
SET TIME        09:00
```

```
DELAYED TX
ENTER TEL #
```

```
TEL=
```

Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.

If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR].



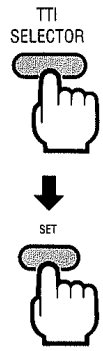
6 Dial the facsimile numbers. Then press SET.

You can send to up to 149 other units. Simply dial the numbers one after the other.

One-touch Speed Dialling = 48 locations
Coded Speed Dialling = 100 locations
Regular Dialling = 1 location
You can also use Group Dialling.

Don't forget to press [SET] when using Regular Dialling.

For details on registering and using the different dialling methods, see page 54.

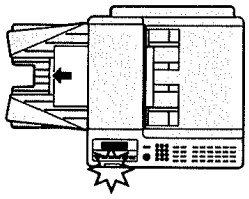


7 Press TTI SELECTOR to select the name of the person sending the document. Then press SET.

```
DELAYED TX          NAME
01 CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR].
Then use the numeric keys or search keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.



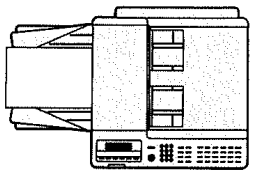
8 The fax records the document into the memory.

```
DELAYED TX
TX/RX NO.        0047
```

```
DELAYED TX       0047
MEMORY INPUT   P.001
```

*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



9 The fax sends the document at the preset time.

```
(Date)
```

You can use the fax for other operations while there are documents waiting to be sent. The fax automatically cancels the preset sending time after it sends the document.

To find out more about using the memory when sending documents, see page 76.

To change or cancel the settings, see page 90.

Registering Information for Confidential Receiving

Before receiving confidential documents you have to register the following:

- ○ Your confidential mailboxes. You can register up to 10 confidential mailboxes.
- ○ The passwords for each mailbox.
- ○ The names for each mailbox.

The following procedure shows you how to register this information.

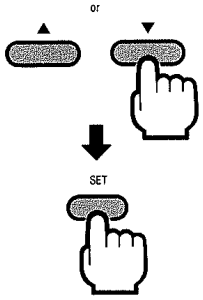
Mailbox number "00" does not need to be registered. You cannot register any passwords or names to mailbox "00".

NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

Example: Register mailbox number 05, the password 7777, and a name for the mailbox.

1 Open the One-touch Speed Dialling panels. Then press USER DATA.

```
USER DATA
1.ENTER YOUR TEL
```

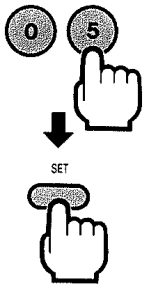


2 Use the search keys to display "CONFID. MAILBOX." Then press SET.

```
USER DATA
7.CONFID. MAILBOX
```

```
7.CONFID. MAILBOX
MAILBOX #          00
```

You can also press [7] to call up the display.



3 Enter a number for the confidential mailbox. Then press SET.

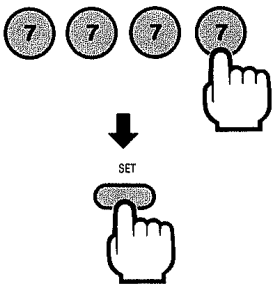
```
7.CONFID.MAILBOX
MAILBOX #          05
```

```
7.CONFID.MAILBOX
PASSWORD         0000
```

If "0000" does not appear, the password has already been assigned to the mailbox.

Confidential mailbox numbers are two-digit numbers between 01 and 09.

If you try to enter a mailbox number in which a confidential document has already been received, the fax displays "MBOX FULL PRINT CONFID RX FILE." If this happens, choose another mailbox.

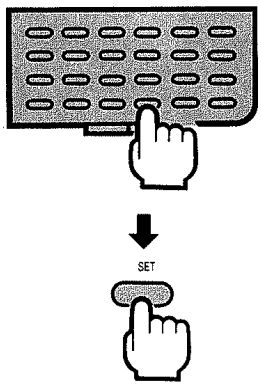


4 Enter the password. Then press SET.

```
7.CONFID.MAILBOX
PASSWORD         7777
```

```
7.CONFID.MAILBOX
DATA ENTRY OK
```

Passwords are 4-digit numbers between 0000 and 9999. Each mailbox must have a different password. After you register the password, it cannot be verified. Write it down and keep it in a secure location for your reference.



5 Enter the mailbox name. Then press SET.

```
7.CONFID.MBOX NAME
:A SMITH
```

```
7.CONFID.MBOX NAME
DATA ENTRY OK
```

```
USER DATA
8.MID PAUSE
```

You use the name to help you identify the mailbox. For details on entering names, see page 30.

You can enter names of up to 16 characters.

6 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

Printing Out Confidential Documents You Receive

When you receive a confidential document, the fax displays "RECEIVED IN MAILBOX" and, it also prints out a Confidential Message Notice if you have made the appropriate User Switch setting. Do the following procedure to print out confidential documents. For details on Confidential Message Notice, see page 142.

NOTE: Before you can receive a confidential document you first have to do the procedure "Registering Information for Confidential Receiving" on page 115. Also, make sure no document has been fed into the fax.

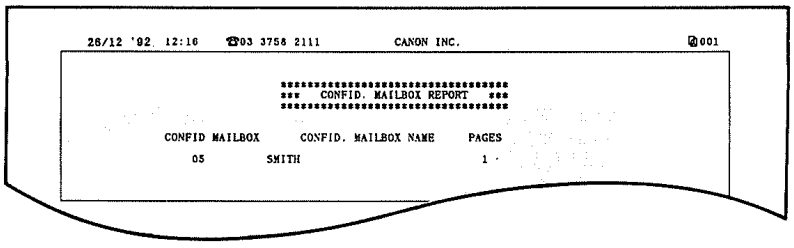
1 Open the One-touch Speed Dialling panels. Then press CONFIDENTIAL MAILBOX.

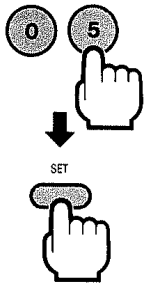
```
(Date)
RECEIVED IN MAILBOX
```

Even if the mailbox has already received a document, it can continue receiving documents.

If there are documents already received in the memory before receiving a confidential document, the fax displays "RECEIVED IN MEMORY" instead. If this happens, do the procedure on page 50 before printing out confidential documents.

2 Press REPORT to print out a report. Check the report to find out which confidential mailbox the document is in.



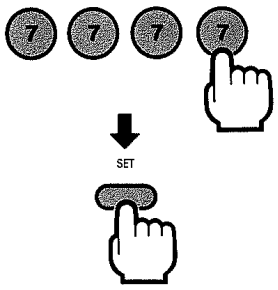


3 Enter the confidential mailbox number. Then press SET.

```
CONFIDENTIAL RX
SET CONFID MBOX#05
```

```
CONFIDENTIAL RX
PASSWORD
```

If the mailbox number is "00", the fax begins printing out the confidential document.



4 Enter the secret password. Then press SET.

```
CONFIDENTIAL RX
PASSWORD      _
```

```
CONFIDENTIAL RX
PRINTING   P.001/006
```

In order to safeguard the password, it is not displayed when you enter it.

5 Close the One-touch Speed Dialling panels. The fax prints out the confidential document.

If you entered the wrong password, the fax will not print out the document. Check that you entered the correct password. The document is erased from the confidential mailbox after it is printed out.

Changing the Settings of Confidential Mailboxes

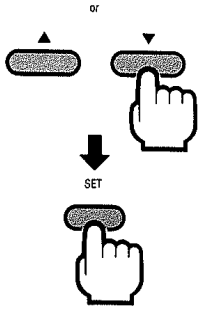
This procedure shows you how to:

- ○ Change the password of a confidential mailbox.
- ○ Cancel a confidential mailbox.
- ○ Change the name of a confidential mailbox.

NOTE: Before doing this procedure, read "Important Notes when Registering" on page 32.

1 Open the One-touch Speed Dialling panels. Then press USER DATA.

```
USER DATA
1.ENTER YOUR TEL
```

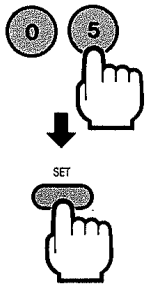


2 Use the search keys to display "CONFID. MAILBOX." Then press SET.

```
USER DATA
7.CONFID.MAILBOX
```

```
7.CONFID.MAILBOX
MAILBOX #        00
```

You can also press [7] to call up the display.

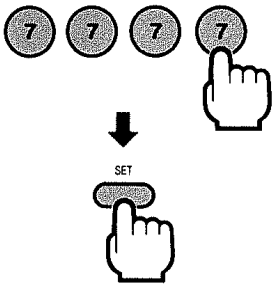


3 Enter the confidential mailbox number. Then press SET.

```
7.CONFID.MAILBOX
MAILBOX #          05
```

```
7.CONFID.MAILBOX
PASSWORD           _
```

If you try to enter a mailbox number in which a confidential document has already been received, the fax displays "MBOX FULL PRINT CONFID RX FILE". If this happens, first print out the document. Then do this procedure.



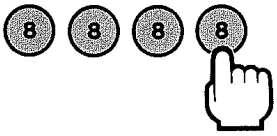
4 Enter the secret password. Then press SET.

```
7.CONFID.MAILBOX
PASSWORD           _
```

```
7.CONFID.MAILBOX
PASSWORD           0000
```

In order to safeguard the password, it is not displayed when you enter it. Instead, the fax displays "0000".

If you enter the wrong password, "0000" is not displayed and the fax returns to standby. If this happens start the procedure over again.



5 If you want to change the password for the confidential mailbox, enter the new password.

```
7.CONFID.MAILBOX
PASSWORD           8888
```

or

If you want to cancel the confidential mailbox, press CLEAR. Then go on to Step 9.

```
7.CONFID.MAILBOX
ERASING END
```

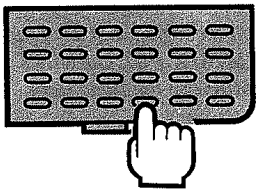
```
USER DATA
8.MID. PAUSE
```

or

If you do not want to change the password or cancel the mailbox, go on to Step 6.

6 Press SET.

```
7.CONFID.MBOX NAME
                SMITH
```



7 If you want to change the name of the mailbox, enter the new name.

For details on entering names, see page 30.

or

If you don't want to change the name, go on to Step 8.

8 Press SET.

```
7.CONFID.MBOX NAME
DATA ENTRY OK
```

```
USER DATA
8.MID PAUSE
```

9 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

Polling (Requesting documents from other units)

Polling is when one facsimile unit requests another unit to send a document. This is useful when the party with the original document is not in the office but the document must be sent out. Other parties that want to receive the document dial the fax holding the original and request that it be sent. In other words, they "poll" the fax with the original.

Before you can use the polling feature, you have to register your polling ID. This chapter shows you how to register polling IDs, poll other units, and allow others to poll you.

Registering Your Polling ID

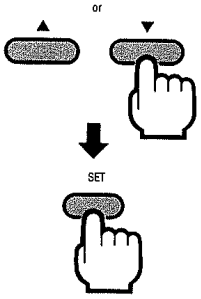
The first step in using the polling feature is to register your polling ID. Polling IDs are eight-digit numbers consisting of only 0s and 1s. Make sure the ID you register matches the ID used in the polling network.

NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

Example: Register the polling ID 00001001.

1 Open the One-touch Speed Dialling panels. Then press USER DATA.

```
USER DATA
1.ENTER YOUR TEL
```

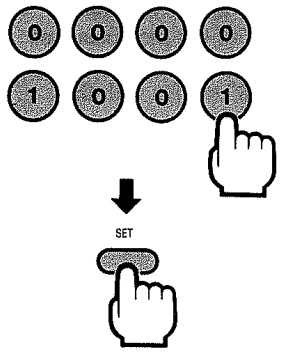


2 Use the search keys to display "POLLING ID." Then press SET.

```
USER DATA
3.POLLING ID
```

```
3.POLLING ID
          00000000
```

You can also press [3] to call up the display.



3 Enter your polling ID. Then press SET.

```
3. POLLING ID
           00001001
```

```
3. POLLING ID
DATA ENTRY OK
```

```
USER DATA
4. REPORT TIME
```

Use [0] and [1] to enter your polling ID. If you make a mistake when entering the ID, press [CURSOR] to move the cursor under the mistake. Then enter the correct number.

PLEASE NOTE THE FOLLOWING SPECIAL POLLING IDs:

11111111 = Your fax sends documents when it receives a polling request even if the other party's ID doesn't match.

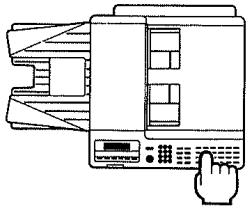
00000000 = Your fax neither sends or receives even if the other party's ID matches.

4 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

Polling Other Units

Before doing this procedure, make sure no documents have been fed into the fax. You can poll up to 10 different sets of destinations.



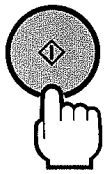
1 Dial the facsimile numbers of the units you want to poll.

You can poll up to 149 destinations. Simply dial the numbers one after the other.

One-touch Speed Dialling = 48 locations
Coded Speed Dialling = 100 locations
Regular Dialling = 1 location
You can also use Group Dialling.

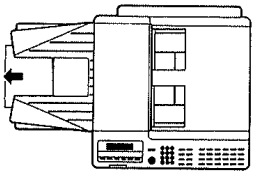
Don't forget to press [SET] when using Regular Dialling.

For details on registering and using the different dialling methods, see "Different Ways of Dialling" on page 54.



2 Press START twice.

```
POLLING
TX/RX NO.          0100
```



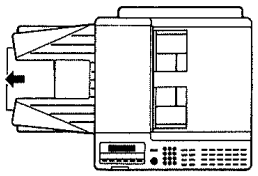
3 The fax receives the document from the first location.

```
              312 228 5700
DIALLING
```

```
              CANON U.S.A.
CALLING
```

```
POLLING
```

```
              312 228 5700
TX/RX NO.          0100
```



4 The fax begins receiving from the next location when polling more than one unit.

If you want to stop polling from all locations, press [STOP].

Polling Other Units at a Preset Time

This feature allows you to take advantage of lower late night long-distance rates given by some telephone companies. Check with your local telephone company for rates in your area.

You can poll up to 10 different sets of documents, each with its own destinations and sending times.

1 Open the One-touch Speed Dialling panels. Then press DELAYED TRANSACTION.

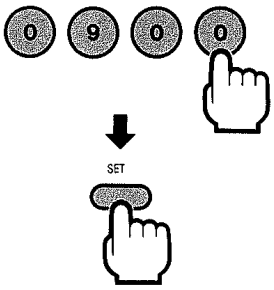
```
DELAYED TRANSACTION
TX/RX NO.       _
```

2 Press SET.

```
DELAYED TRANSACTION
TX/RX NO.       0147
```

```
DELAYED POLLING
SET TIME        13:30
```

This shows the current time.



3 Enter the time you want to begin polling. Then press SET.

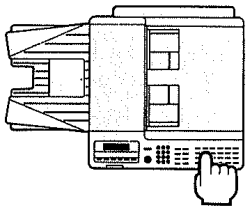
```
DELAYED POLLING
SET TIME        09:00
```

```
DELAYED POLLING
ENTER TEL #
```

```
TEL=
```

Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.

If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR]. Then enter the correct time.



4 Dial the facsimile numbers of the units you want to poll. Then press SET.

You can poll up to 149 destinations. Simply dial the numbers one after the other.

One-touch Speed Dialling = 48 locations
Coded Speed Dialling = 100 locations
Regular Dialling = 1 location
You can also use Group Dialling.

Don't forget to press [SET] when using Regular Dialling.

For details on registering and using the different dialling methods, see "Different Ways of Dialling" on page 54.

5 Press TTI SELECTOR to select the name of the person making the polling request.

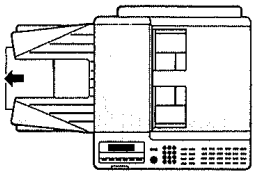
```
DELAYED POLLING NAME
01 CANON-JOHN SMITH
```

You can also select the name by entering the number you assigned to it when registering. First press [TTI SELECTOR]. Then use the numeric keys to enter the number you assigned to it.

If you don't make any selection, the fax selects the company name to appear in the ID.

6 Press SET. Then close the One-touch Speed Dialling panels.

```
POLLING
TX/RX NO.          0147
```



7 The fax begins polling at the preset time.

```
(Date)
```

The polling time and destination are cancelled after the fax finishes polling. To cancel polling, do the procedure on the following page.

If you want to stop polling from all locations, press [STOP].

Changing the Settings for Polling

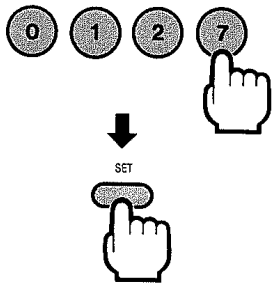
This procedure shows you how to:

- ○ Change the time the fax polls.
- ○ Cancel polling.
- ○ Add or delete destinations for polling.
- ○ Change the name of the person making the polling request.

NOTE: Before doing this procedure, you must know the transaction number of the polling request. To find out the transaction number, check the Transaction Schedule Report. For more details on Transaction Schedule Reports, see page 79.

1 Open the One-touch Speed Dialling panels. Then press DELAYED TRANSACTION.

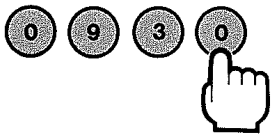
```
DELAYED TRANSACTION
TX/RX NO.       _
```



2 Enter the transaction number of the polling request. Then press SET.

```
DELAYED TRANSACTION
TX/RX NO.       0127
```

```
DELAYED POLLING
SET TIME        09:00
```



3 If you want to change the time setting, enter the correct time.

or

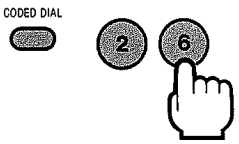
If you want to cancel the time setting, press CLEAR. Then go on to step 8.

This automatically cancels the polling settings.

or

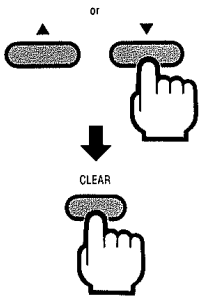
If you don't want to change the time setting, go on to step 4.

4 Press SET.



5 If you want to add facsimile numbers to the ones already set for polling, simply dial the numbers.

or



If you want to delete facsimile numbers set for polling, use the search keys to locate the number. Then press CLEAR.

or

If you don't want to change facsimile numbers, go on to step 6.

6 Press SET.

7 If you want to change the name of the person making the polling request, press TTI SELECTOR to locate the new name.

or

If you don't want to change the name, go on to step 8.

8 Press SET. Then close the One-touch Speed Dialling panels.

(Date)

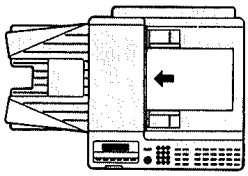
Allowing Others to Poll Your Fax

This feature allows you to record a document into the memory and allow another party to poll. G2 units cannot poll your fax.

o MANUAL

1 Set the fax to receive documents automatically.

The MANUAL lamp should be off. If it isn't, set the switch to .



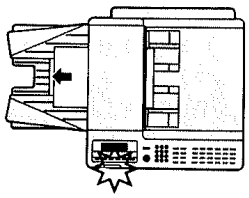
2 Feed the document into the fax.

For details on feeding documents, see page 36. Don't forget to make the appropriate document settings. Since your fax is actually sending the document, the other unit has no control over these settings.

MEMORY POLLING

3 Press MEMORY POLLING.

```
MEMORY POLLING
TX/RX NO.      0048
```



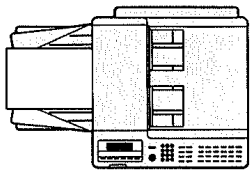
4 The fax records the document into the memory.

```
MEMORY POLLING   0048
MEMORY INPUT     P.001
```

```
(Date)
```

*You can store up to 12 A4-size pages in the memory.**

* *Based on CCITT No. 1 chart. You can store up to 44 A4-size pages if your fax has the optional 0.5MB memory kit.*



5 The fax sends the document when it receives a polling request.

The memory lamp goes off to show that the documents have been successfully sent. After the documents are sent, they are erased from the memory. If you want the fax to save the document instead of erasing it, set User Switch #9 to KEEP. For more details on the User Switches, see page 148.

If you want to cancel polling before the fax sends the document, do "Erasing Documents from the Memory" on page 84. To find out more about using the memory when sending documents, see page 76.

Using Alternative Telephone Networks (Users in the U.K. only)

The fax has a built-in feature that allows you to send documents and make telephone calls using an alternative long-distance service, such as the 2300 Service of Mercury Communications Limited. If you subscribe to a service such as this, you can save money on most long-distance and international communications.

NOTE: The procedures described in this chapter show you how to use your fax with the 2300 Service of Mercury Communications Limited. For details on using your fax with other alternative telephone services, contact your Canon-authorized representative.

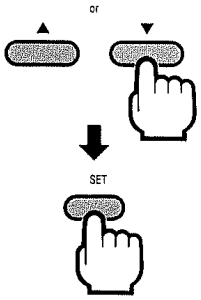
Registering the access code and ID number under the M key

NOTE: Read "Important Notes when Registering" on page 32 before doing this procedure.

Example: Set the access code to 131 and ID number to 1234567890.

1 Open the One-touch Speed Dialling panels. Then press USER DATA.

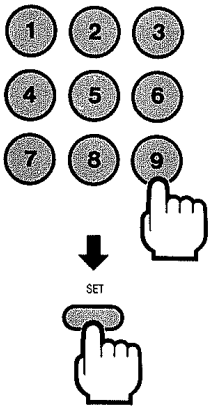
```
USER DATA
1.ENTER YOUR TEL
```



2 Use the search keys to display "M-KEY". Then press SET.

```
ENTER YOUR TEL
10.M-KEY
```

```
10.M-KEY          ACCESS
TEL=
```



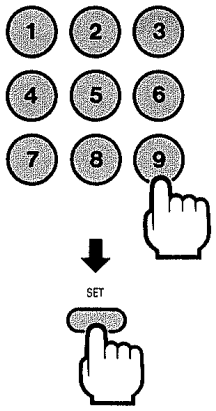
3 Use the numeric keys to enter the access code. Then press SET.

```
10.M-KEY          ACCESS
TEL=                 131
```

```
DATA ENTRY OK
```

```
10.M-KEY             ID
TEL=
```

You can enter numbers of up to 20 digits.



4 Use the numeric keys to enter the ID number allocated to you by Mercury Telecommunications Limited. Then press SET.

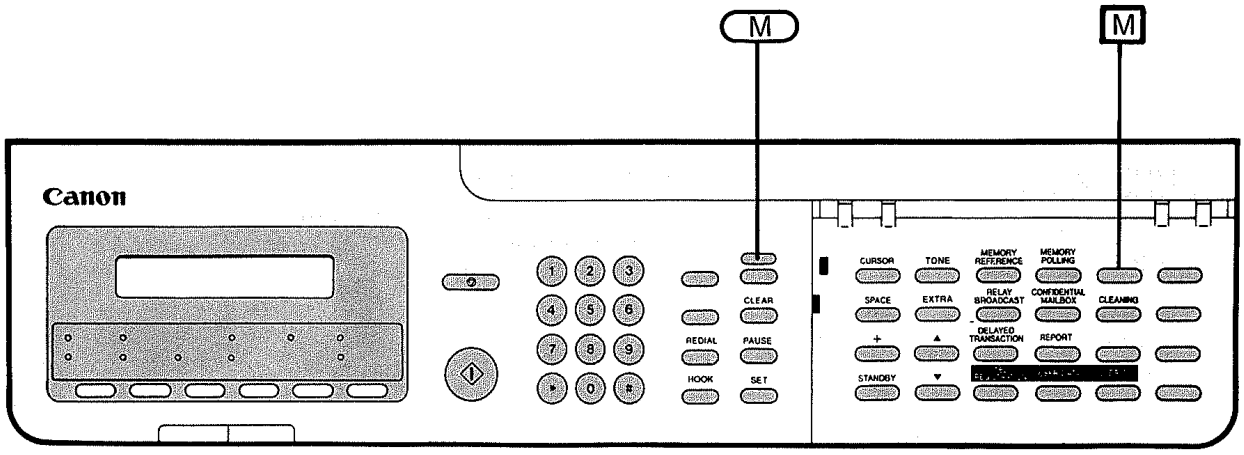
```
5.M-KEY              ID
TEL=       1234567890
```

```
DATA ENTRY OK
```

*If an ID number is already registered, "*****..." appears on the display. If you want to register a new ID number, simply enter the new number over the old one.*

You can now use this [M] key when accessing the 2300 Service of Mercury Communications Limited.

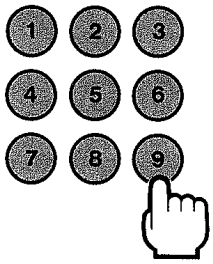
If you use this feature often, you might want to register the [M] key under the [PROGRAMME] key. This lets you avoid having to open the One-touch Speed Dialling panel each time you want to press [M]. For more details on the [PROGRAMME] key, see page 46. Attach the "M" label to the [M] key or [PROGRAMME] key as shown below to help you identify the key.



Sending with an alternative long-distance service

1 Press M.

```
TEL=                    M
```



2 Use the numeric keys to enter the facsimile or telephone number of the other party.

```
TEL =                M12345
```

3 Press START.

```
                     M12345
DIALLING
```

The fax automatically dials the access code and ID number that are registered under the [M] key. Then it dials the facsimile number of the other party and sends the document.

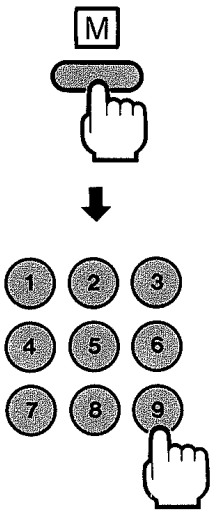
In order to maintain secrecy, the access code and ID number will not appear on Activity Reports.

If you want to redial, just press [REDIAL] key. You don't have to press [M] key again.

Registering Speed Dialling with the M key

You can enter the access code and ID number when registering numbers for One-touch and Coded Speed Dialling. This allows you to send documents over the 2300 Service of Mercury Communications Limited at the press of a key.

NOTE: Before doing this procedure, you first have to register the access code and ID number. As long as you entered the [M] key when registering Speed Dialling, you don't have to press it again when dialling. Simply enter the appropriate Speed Dialling numbers.



1 When registering either One-touch or Coded Speed Dialling and you come to the step that asks you to enter the facsimile number of the other party, press [M]. Then use the numeric keys to enter the other party's facsimile number.

```
1.TOUCH SPD
02=     M516 488 6700
```

For details on registering One-touch and Coded Speed Dialling, see page 54.

2 Continue with the procedure for registering One-touch or Coded Speed Dialling.

The procedure for dialling One-touch and Coded Speed Dialling numbers that use an alternative long-distance network are exactly the same as for normal Speed Dialling numbers.

Part 5

Reports and User Switches

The first part of this section explains the different kinds of reports and lists. It shows you how to:

- Print out records of documents you send and receive.
- Print out reports of the most frequent facsimile transactions.
- Print out lists of registered information.

The second part of this section describes how to control certain operations of the fax with the User Switches. This allows you to "customize" the fax to fit the particular needs of your office.

Printing Reports and Registration Lists

The fax is able to keep track of most of the activities it performs. It can also print out reports of these activities for your records. This is convenient for confirming the exact date and time of communication, the volume of documents that have been processed, and other important information.

The fax can also print out lists of all the items that you have registered into it. This is especially useful for checking that the registered information is correct and up to date, and that the proper items are registered.

This chapter shows you examples of the different reports and lists, and shows you how to print them out.

Activity Reports

You can keep a record of the documents you send or receive by having the fax print out Activity Reports. Each report includes:

- The date and time of a transaction.
- The name and telephone number of the sending or receiving party.
- The number of pages of the document.

...and other useful information.

To print out an Activity Report every time you send or receive a document, set items #1 and #2 on the User Switch menu to OUTPUT YES.

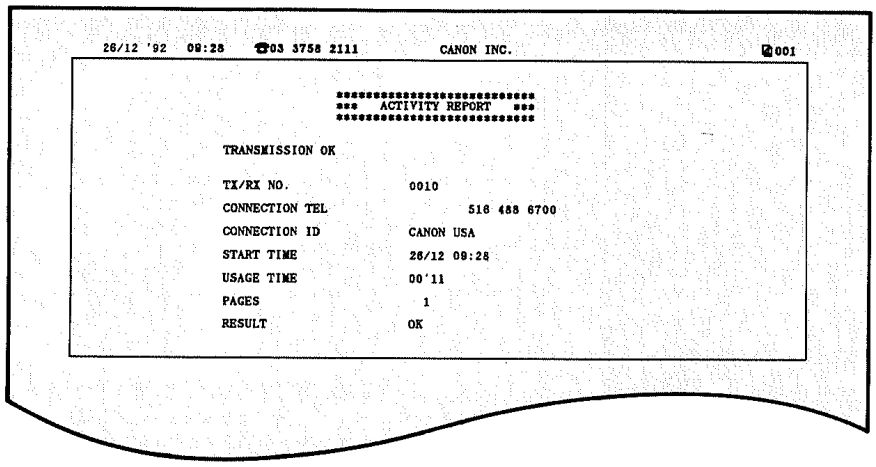
Sometimes the fax fails to send a document because the other party didn't answer or an error occurred. When this happens, it prints out an Error Transmission Report. The report shows:

- The facsimile number of the other party so you can try sending again.
- A copy of the first page of the document to help you identify it.*

To print out this kind of Activity Report, set items #8 and #10 on the User Switch Menu to OUTPUT YES. For more details on the User Switches, see page 148.

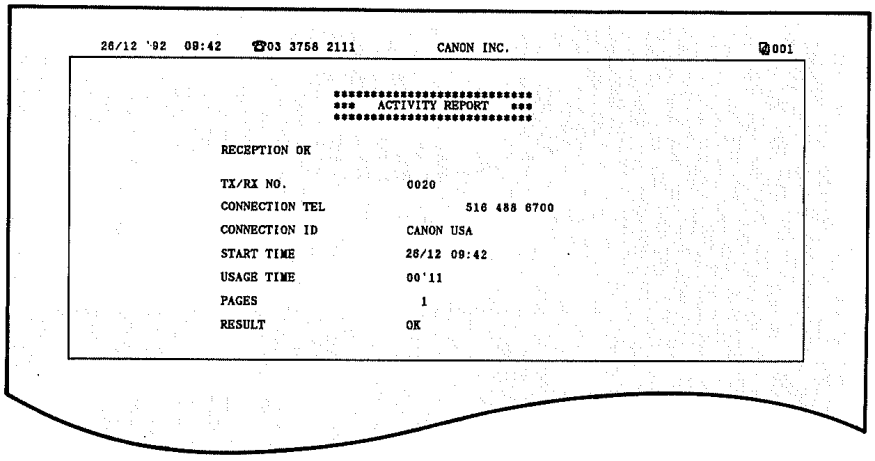
If you want to make sure which documents have been sent, you can print out the first page of the document by setting item #17 on the User Switch Menu to OUTPUT YES.

* *The fax does not print a copy of the first page when you send the document using Direct Sending or Confidential Sending.*



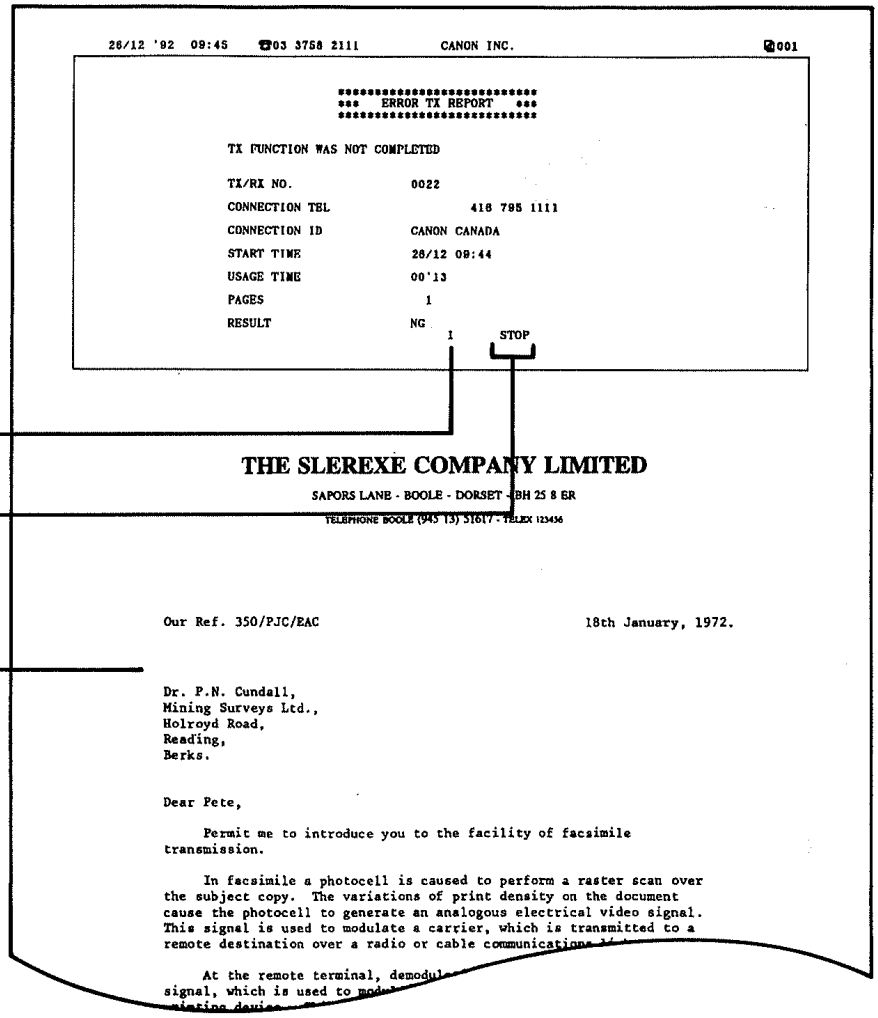
```
26/12 '92  09:28   ☎03 3758 2111          CANON INC.                  001

                    ****************************
                    ***   ACTIVITY REPORT    ***
                    ****************************

TRANSMISSION OK

TX/RX NO.                0010
CONNECTION TEL                    516 488 6700
CONNECTION ID            CANON USA
START TIME               26/12 09:28
USAGE TIME               00'11
PAGES                      1
RESULT                   OK
```

Activity Report for sending.



```
26/12 '92  09:42   ☎03 3758 2111          CANON INC.                  001

                    ****************************
                    ***   ACTIVITY REPORT    ***
                    ****************************

RECEPTION OK

TX/RX NO.                0020
CONNECTION TEL                    516 488 6700
CONNECTION ID            CANON USA
START TIME               26/12 09:42
USAGE TIME               00'11
PAGES                      1
RESULT                   OK
```

Activity Report for receiving.

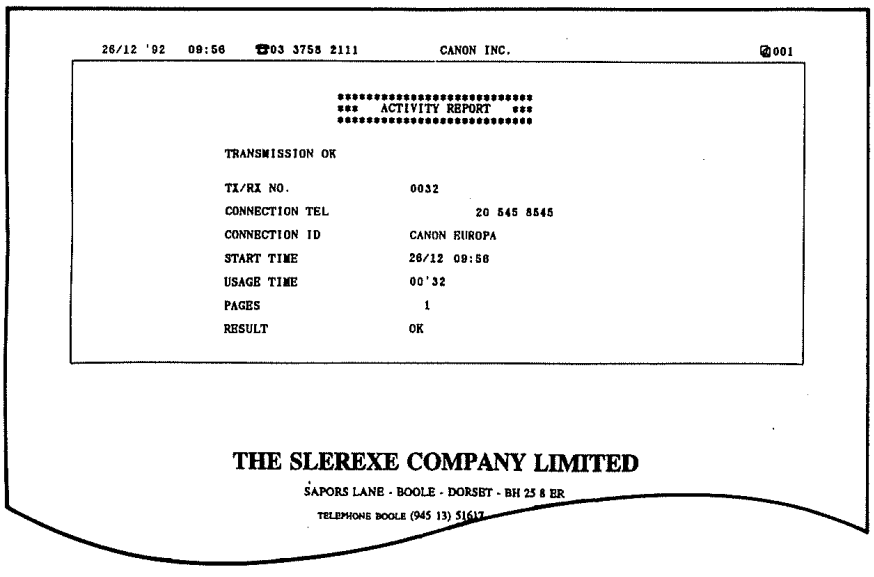

26/12 '92 09:45 ☎03 3758 2111 CANON INC. 001
*** ERROR TX REPORT ***
TX FUNCTION WAS NOT COMPLETED
TX/RX NO. 0022
CONNECTION TEL 416 795 1111
CONNECTION ID CANON CANADA
START TIME 26/12 09:44
USAGE TIME 00'13
PAGES 1
RESULT NG
1
STOP
THE SLEREXE COMPANY LIMITED
SAPORS LANE - BOOLE - DORSET - BH 25 8 ER
TELEPHONE BOOLE (945 13) 51617 - TELEX 123456
Our Ref. 350/PJC/EAC
18th January, 1972.
Dr. P.N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.
Dear Pete,
Permit me to introduce you to the facility of facsimile transmission.
In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications
At the remote terminal, demodul
signal, which is used to mod

The number of the page with an error.

Error Code (see page 157) If you pressed [STOP] when sending, "STOP" is printed here instead.

A copy of the first page of the document that wasn't sent.

Error Transmission Report


26/12 '92 09:56 ☎03 3758 2111 CANON INC. 001
*** ACTIVITY REPORT ***
TRANSMISSION OK
TX/RX NO. 0032
CONNECTION TEL 20 545 8545
CONNECTION ID CANON EUROPA
START TIME 26/12 09:56
USAGE TIME 00'32
PAGES 1
RESULT OK
THE SLEREXE COMPANY LIMITED
SAPORS LANE - BOOLE - DORSET - BH 25 8 ER
TELEPHONE BOOLE (945 13) 51617

Transmission Confirmation Report

Activity Management Reports

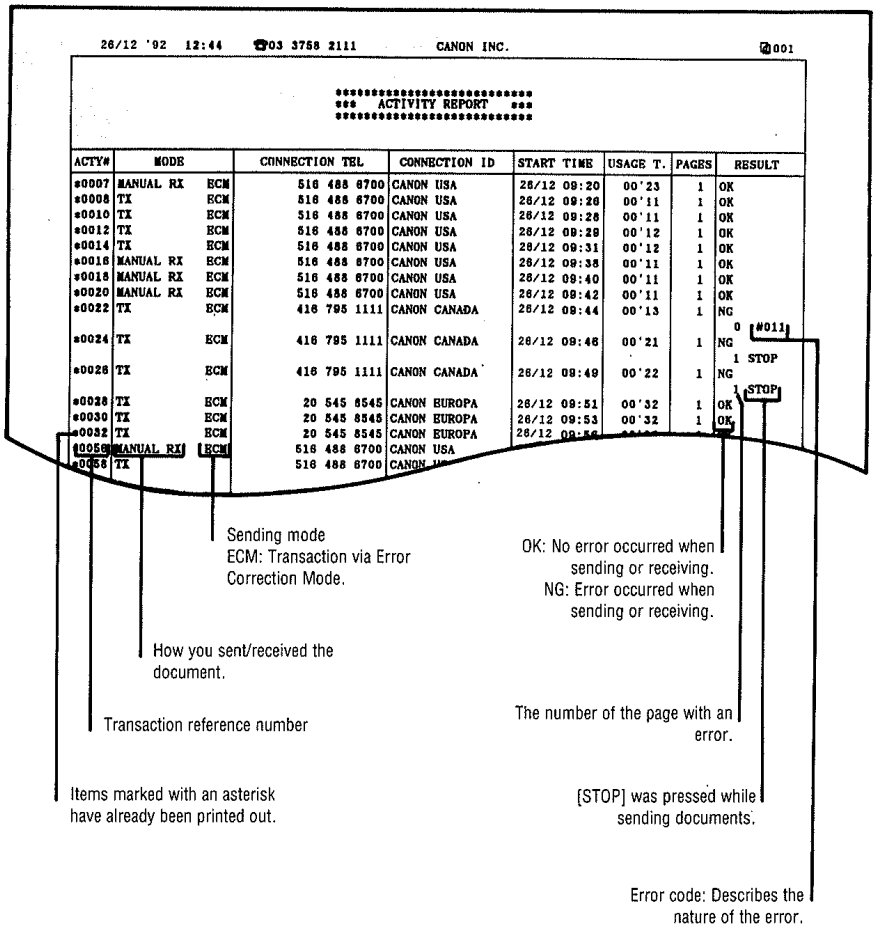
You can obtain a record of the last 40 sending and receiving transactions by printing out Activity Management Reports. To print out an Activity Management Report, press [REPORT].

If your office has a high volume of facsimile transactions daily, you can have the fax automatically print out Activity Management Reports. You can choose to have them printed out at the same time every day, after every 40 transactions, or both.

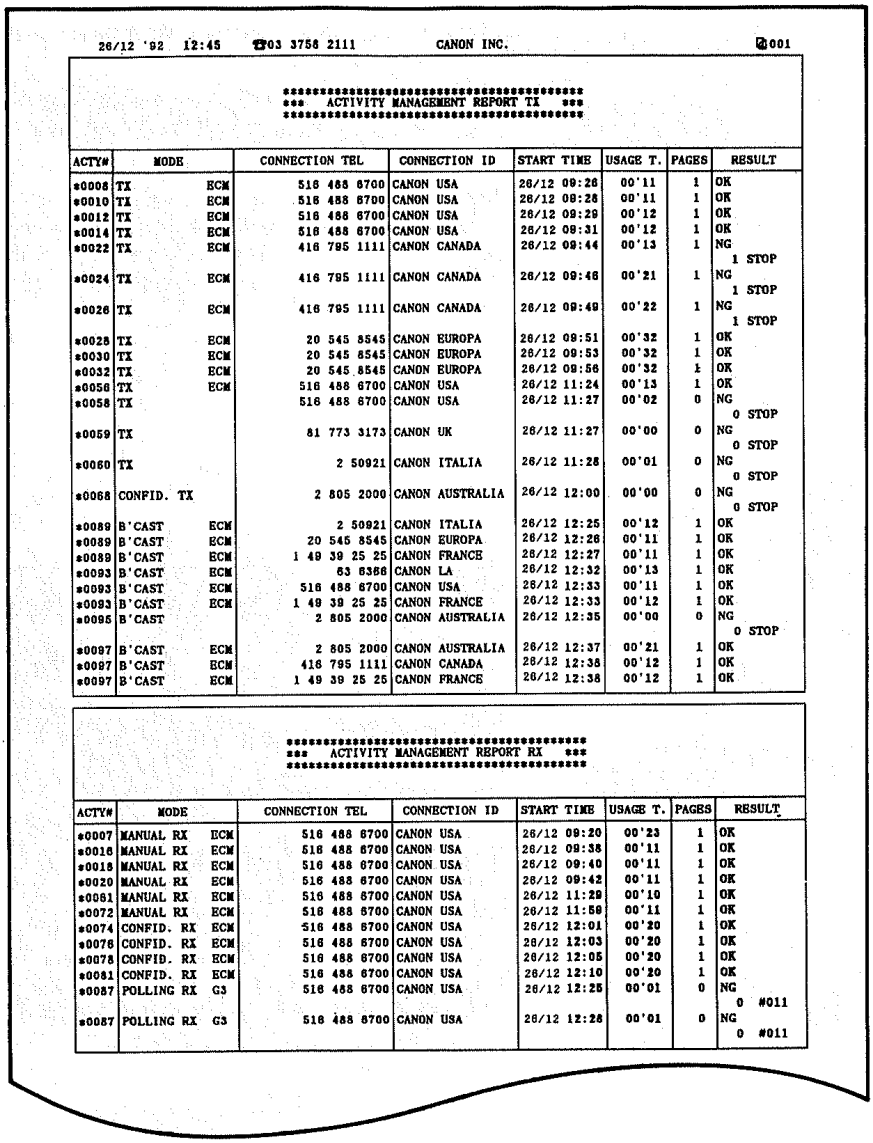
To have the fax print out Activity Management Reports at the same time every day, do the procedure on page 147.

To have the fax automatically print out reports after every 40 transactions, set item #6 on the User Switch Menu to OUTPUT YES. For more details on the User Switches, see page 148.

NOTE: Transaction reference numbers may appear out of sequence on the report if operations such as auto redialling, transmission reservation, and delayed transmission were performed. The activity report will skip a transaction number if the corresponding call was interrupted because of copying, pressing [STOP] or any similar interruption.


26/12 '92 12:44 ☎03 3758 2111 CANON INC. 001
*** ACTIVITY REPORT ***
ACTY# MODE CONNECTION TEL CONNECTION ID START TIME USAGE T. PAGES RESULT
*0007 MANUAL RX ECM 516 488 6700 CANON USA 26/12 09:20 00'23 1 OK
*0008 TX ECM 516 488 6700 CANON USA 26/12 09:26 00'11 1 OK
*0010 TX ECM 516 488 6700 CANON USA 26/12 09:28 00'11 1 OK
*0012 TX ECM 516 488 6700 CANON USA 26/12 09:29 00'12 1 OK
*0014 TX ECM 516 488 6700 CANON USA 26/12 09:31 00'12 1 OK
*0016 MANUAL RX ECM 516 488 6700 CANON USA 26/12 09:38 00'11 1 OK
*0018 MANUAL RX ECM 516 488 6700 CANON USA 26/12 09:40 00'11 1 OK
*0020 MANUAL RX ECM 516 488 6700 CANON USA 26/12 09:42 00'11 1 OK
*0022 TX ECM 416 795 1111 CANON CANADA 26/12 09:44 00'13 1 NG
0 #011
*0024 TX ECM 416 795 1111 CANON CANADA 26/12 09:46 00'21 1 NG
1 STOP
*0026 TX ECM 416 795 1111 CANON CANADA 26/12 09:49 00'22 1 NG
1 STOP
*0028 TX ECM 20 545 8545 CANON EUROPA 26/12 09:51 00'32 1 OK
*0030 TX ECM 20 545 8545 CANON EUROPA 26/12 09:53 00'32 1 OK
*0032 TX ECM 20 545 8545 CANON EUROPA 26/12 09:56
0056 MANUAL RX ECM 516 488 6700 CANON USA
*0056 TX 516 488 6700 CANON
Sending mode
ECM: Transaction via Error Correction Mode.
OK: No error occurred when sending or receiving.
NG: Error occurred when sending or receiving.
How you sent/received the document.
Transaction reference number
The number of the page with an error.
Items marked with an asterisk have already been printed out.
[STOP] was pressed while sending documents.
Error code: Describes the nature of the error.

You can also print out separate reports for sending and receiving transactions. The illustrations below show you an example of these kinds of Activity Management Reports. To print out separate Activity Management Reports, set item #7 on the User Switch menu to "TX/RX SEPARATE".



26/12 '92 12:45 ☎03 3758 2111 CANON INC. 001

*** ACTIVITY MANAGEMENT REPORT TX ***

ACTY#	MODE		CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
#0008	TX	ECM	516 488 6700	CANON USA	26/12 09:26	00'11	1	OK
#0010	TX	ECM	516 488 6700	CANON USA	26/12 09:28	00'11	1	OK
#0012	TX	ECM	516 488 6700	CANON USA	26/12 09:29	00'12	1	OK
#0014	TX	ECM	516 488 6700	CANON USA	26/12 09:31	00'12	1	OK
#0022	TX	ECM	416 795 1111	CANON CANADA	26/12 09:44	00'13	1	NG 1 STOP
#0024	TX	ECM	416 795 1111	CANON CANADA	26/12 09:46	00'21	1	NG 1 STOP
#0026	TX	ECM	416 795 1111	CANON CANADA	26/12 09:48	00'22	1	NG 1 STOP
#0028	TX	ECM	20 545 8545	CANON EUROPA	26/12 09:51	00'32	1	OK
#0030	TX	ECM	20 545 8545	CANON EUROPA	26/12 09:53	00'32	1	OK
#0032	TX	ECM	20 545 8545	CANON EUROPA	26/12 09:56	00'32	1	OK
#0056	TX	ECM	516 488 6700	CANON USA	26/12 11:24	00'13	1	OK
#0058	TX		516 488 6700	CANON USA	26/12 11:27	00'02	0	NG 0 STOP
#0059	TX		81 773 3173	CANON UK	26/12 11:27	00'00	0	NG 0 STOP
#0060	TX		2 50921	CANON ITALIA	26/12 11:28	00'01	0	NG 0 STOP
#0068	CONFID. TX		2 805 2000	CANON AUSTRALIA	26/12 12:00	00'00	0	NG 0 STOP
#0089	B'CAST	ECM	2 50921	CANON ITALIA	26/12 12:25	00'12	1	OK
#0089	B'CAST	ECM	20 545 8545	CANON EUROPA	26/12 12:26	00'11	1	OK
#0089	B'CAST	ECM	1 49 39 25 25	CANON FRANCE	26/12 12:27	00'11	1	OK
#0093	B'CAST	ECM	63 6366	CANON LA	26/12 12:32	00'13	1	OK
#0093	B'CAST	ECM	516 488 6700	CANON USA	26/12 12:33	00'11	1	OK
#0093	B'CAST	ECM	1 49 39 25 25	CANON FRANCE	26/12 12:33	00'12	1	OK
#0095	B'CAST		2 805 2000	CANON AUSTRALIA	26/12 12:35	00'00	0	NG 0 STOP
#0097	B'CAST	ECM	2 805 2000	CANON AUSTRALIA	26/12 12:37	00'21	1	OK
#0097	B'CAST	ECM	416 795 1111	CANON CANADA	26/12 12:38	00'12	1	OK
#0097	B'CAST	ECM	1 49 39 25 25	CANON FRANCE	26/12 12:38	00'12	1	OK

*** ACTIVITY MANAGEMENT REPORT RX ***

ACTY#	MODE		CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
#0007	MANUAL RX	ECM	516 488 6700	CANON USA	26/12 09:20	00'23	1	OK
#0016	MANUAL RX	ECM	516 488 6700	CANON USA	26/12 09:38	00'11	1	OK
#0018	MANUAL RX	ECM	516 488 6700	CANON USA	26/12 09:40	00'11	1	OK
#0020	MANUAL RX	ECM	516 488 6700	CANON USA	26/12 09:42	00'11	1	OK
#0061	MANUAL RX	ECM	516 488 6700	CANON USA	26/12 11:29	00'10	1	OK
#0072	MANUAL RX	ECM	516 488 6700	CANON USA	26/12 11:59	00'11	1	OK
#0074	CONFID. RX	ECM	516 488 6700	CANON USA	26/12 12:01	00'20	1	OK
#0076	CONFID. RX	ECM	516 488 6700	CANON USA	26/12 12:03	00'20	1	OK
#0078	CONFID. RX	ECM	516 488 6700	CANON USA	26/12 12:05	00'20	1	OK
#0081	CONFID. RX	ECM	516 488 6700	CANON USA	26/12 12:10	00'20	1	OK
#0087	POLLING RX	G3	516 488 6700	CANON USA	26/12 12:25	00'01	0	NG 0 #011
#0087	POLLING RX	G3	516 488 6700	CANON USA	26/12 12:28	00'01	0	NG 0 #011

Multi-transaction Reports

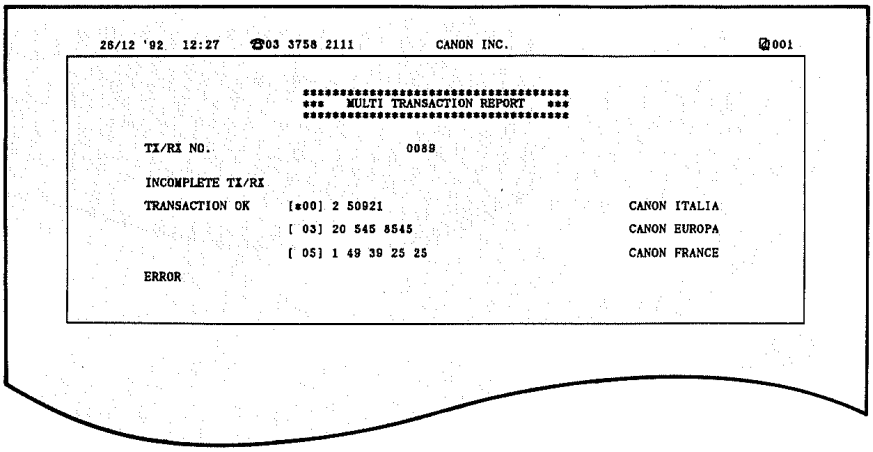
You can keep a record of transactions involving more than one other facsimile unit by printing out Multi-transaction Reports. Each report shows:

- ○ The transaction number.
- ○ Whether or not the fax was able to successfully complete the transaction.
- ○ Any errors that occurred.

The fax can print out Multi-transaction Reports for the following operations:

- ○ Sending Documents to More than One Location
- ○ Sending Documents to One or More Locations at a Preset Time
- ○ Polling Other Units

To print out this kind of report, set item #11 on the User Switch Menu to OUTPUT YES. For more details on the User Switches, see page 148.



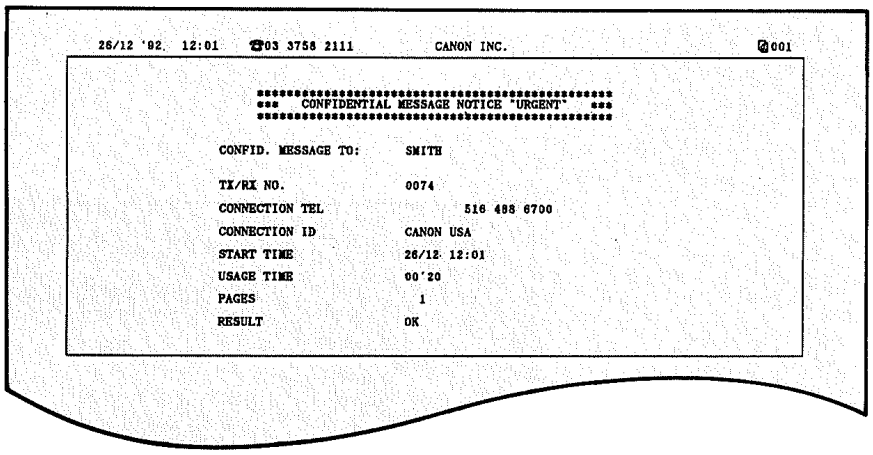
Confidential Message Notices

You can keep a record of confidential documents you receive by having the fax print out Confidential Message Notices. Each notice shows the:

- Name of the person sending the document
- Name of the person receiving the document
- Transaction number
- Confidential mailbox number

...and other useful information.

To print out this kind of report, set item #12 on the User Switch Menu to OUTPUT YES. For more details on the User Switches, see page 148.



26/12 '92 12:01 ☎03 3758 2111 CANON INC. 001

*** CONFIDENTIAL MESSAGE NOTICE "URGENT" ***

CONFID. MESSAGE TO:	SMITH
TX/RX NO.	0074
CONNECTION TEL	516 488 6700
CONNECTION ID	CANON USA
START TIME	26/12 12:01
USAGE TIME	00'20
PAGES	1
RESULT	OK

Printing Out the List of All Registered Facsimile Numbers

The following procedure shows you how to print out the list containing the following items you have registered:

- ○ One-touch Speed Dialling numbers.
- ○ Coded Speed Dialling numbers.
- ○ Group Dialling numbers.
- ○ Expanded Dialling numbers.

1 Press TEL REGISTRATION.

2 Press REPORT.

The fax begins printing out the list of facsimile numbers.

Printing Out the List of Facsimile Numbers Registered for Automatic Dialling

This procedure allows you to check all the numbers you have registered for automatic dialling (One-touch, Coded, Group, and Expanded Dialling.)

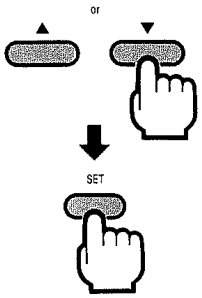
1 Open the One-touch Speed Dialling panels. Then press TEL REGISTRATION.

```
TEL REGISTRATION
1.1-TOUCH SPEED DIAL
```

2 If you want to print out the list of One-touch Speed Dialling numbers, press SET.

```
1.1-TOUCH SPEED DIAL
01=
```

or



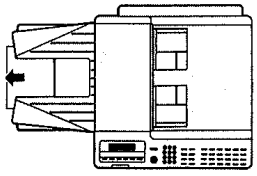
If you want to print out the list of Coded Speed, Group, or Expanded Dialling numbers, use the search keys to display the appropriate list. Then press SET.

or

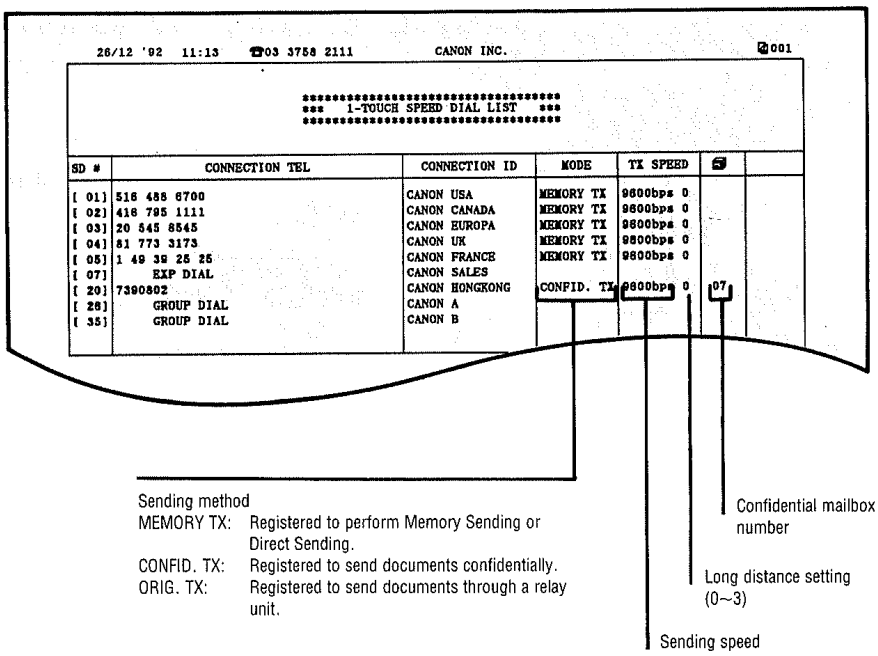
If you want to print out the entire list of numbers registered for automatic dialling, go on to step 3.

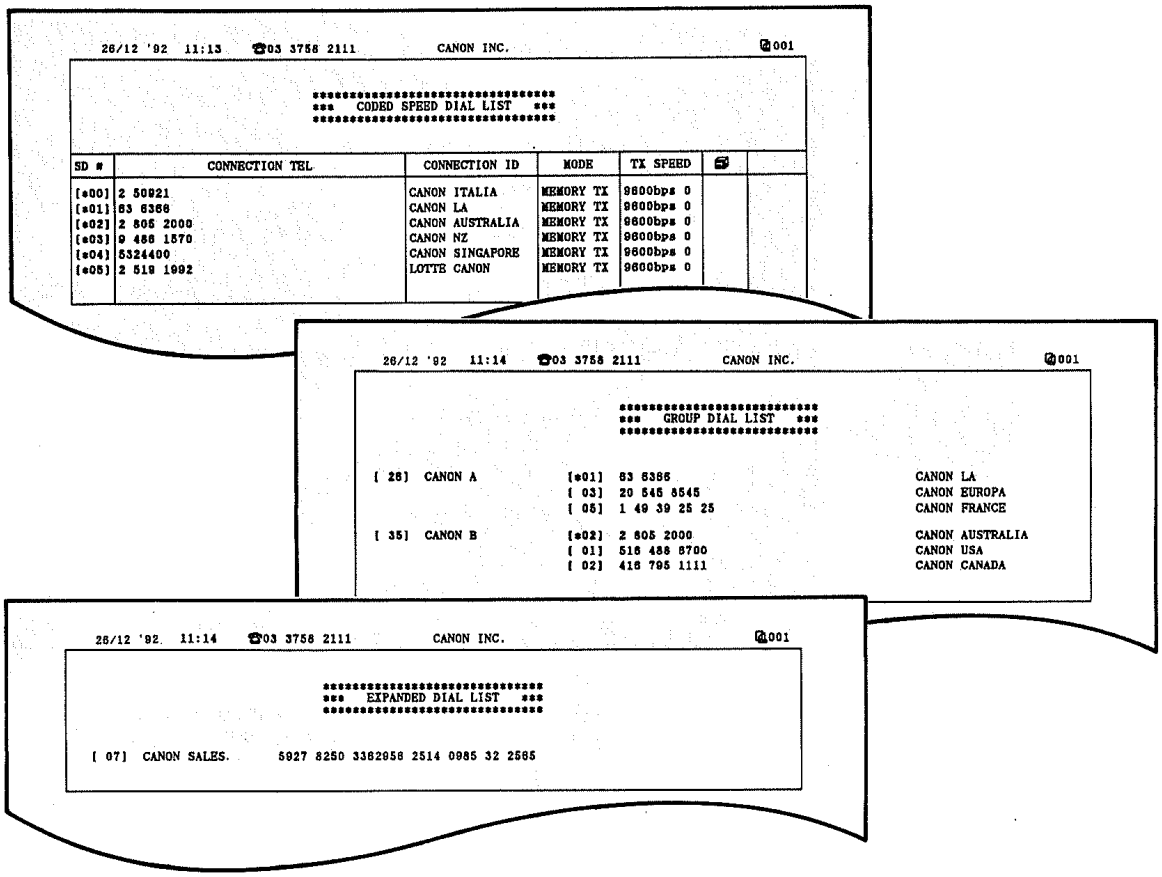
3 Press REPORT.

```
ACTIVITY REPORT
```



4 The fax starts printing out the list of registered facsimile numbers.


26/12 '92 11:13 ☎03 3758 2111 CANON INC. 001
*** 1-TOUCH SPEED DIAL LIST ***
SD # | CONNECTION TEL | CONNECTION ID | MODE | TX SPEED
[01] 516 488 6700 | CANON USA | MEMORY TX | 9600bps 0
[02] 416 795 1111 | CANON CANADA | MEMORY TX | 9600bps 0
[03] 20 545 8545 | CANON EUROPA | MEMORY TX | 9600bps 0
[04] 81 773 3173 | CANON UK | MEMORY TX | 9600bps 0
[05] 1 49 39 25 25 | CANON FRANCE | MEMORY TX | 9600bps 0
[07] EXP DIAL | CANON SALES
[20] 7390802 | CANON HONGKONG | CONFID. TX | 9600bps 0 | 07
[26] GROUP DIAL | CANON A | ORIG. TX
[35] GROUP DIAL | CANON B
Sending method
MEMORY TX: Registered to perform Memory Sending or Direct Sending.
CONFID. TX: Registered to send documents confidentially.
ORIG. TX: Registered to send documents through a relay unit.
Confidential mailbox number
Long distance setting (0~3)
Sending speed


26/12 '92 11:13 ☎03 3758 2111 CANON INC. 001
*** CODED SPEED DIAL LIST ***
SD # | CONNECTION TEL | CONNECTION ID | MODE | TX SPEED
[*00] 2 50921 | CANON ITALIA | MEMORY TX | 9600bps 0
[*01] 83 6386 | CANON LA | MEMORY TX | 9600bps 0
[*02] 2 805 2000 | CANON AUSTRALIA | MEMORY TX | 9600bps 0
[*03] 9 486 1570 | CANON NZ | MEMORY TX | 9600bps 0
[*04] 5324400 | CANON SINGAPORE | MEMORY TX | 9600bps 0
[*05] 2 519 1992 | LOTTE CANON | MEMORY TX | 9600bps 0
26/12 '92 11:14 ☎03 3758 2111 CANON INC. 001
*** GROUP DIAL LIST ***
[26] CANON A
[*01] 83 6386
[03] 20 545 8545
[05] 1 49 39 25 25
CANON LA
CANON EUROPA
CANON FRANCE
[35] CANON B
[*02] 2 805 2000
[01] 516 488 6700
[02] 416 795 1111
CANON AUSTRALIA
CANON USA
CANON CANADA
26/12 '92 11:14 ☎03 3758 2111 CANON INC. 001
*** EXPANDED DIAL LIST ***
[07] CANON SALES. 5027 8250 3382958 2514 0985 32 2565

Examples of lists showing facsimile numbers registered for automatic dialling.

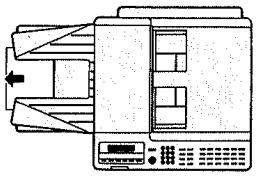
Printing Out the Lists of User Switch Settings and Sender's Names

1 Open the One-touch Speed dialling panels. Then press USER DATA.

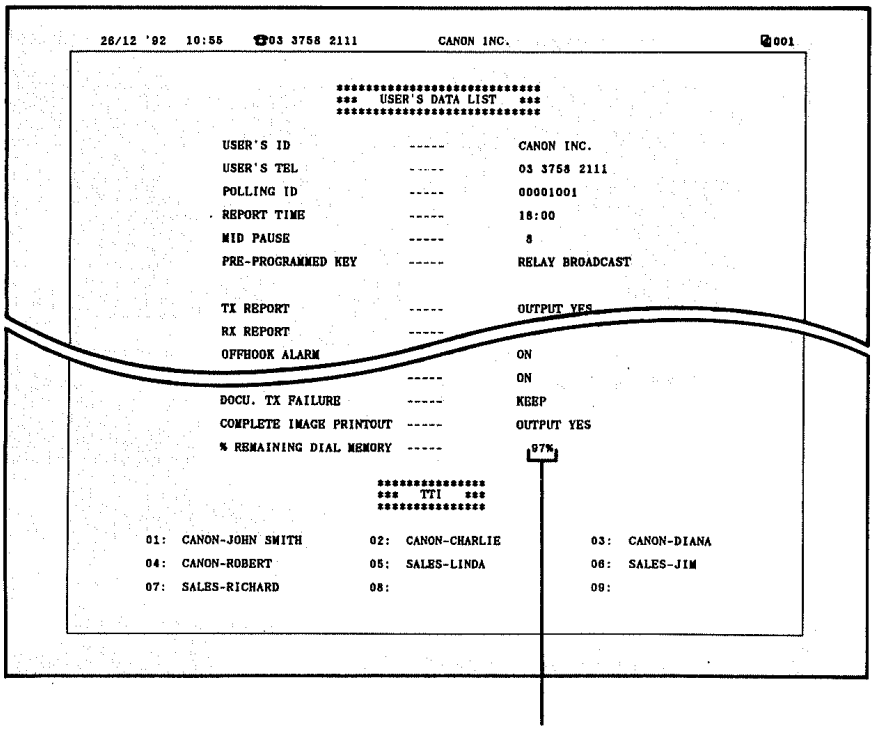
```
USER DATA
1.ENTER YOUR TEL
```

2 Press REPORT. Then close the One-touch Speed Dialling panels.

```
ACTIVITY REPORT
```



3 The fax starts printing out the lists.



```
26/12 '92  10:55   ☎03 3758 2111        CANON INC.          #001

                  ****************************
                  ***  USER'S DATA LIST    ***
                  ****************************

USER'S ID                  -----    CANON INC.
USER'S TEL                 -----    03 3758 2111
POLLING ID                 -----    00001001
REPORT TIME                -----    18:00
MID PAUSE                  -----     8
PRE-PROGRAMMED KEY         -----    RELAY BROADCAST

TX REPORT                  -----    OUTPUT YES
RX REPORT                  -----
OFFHOOK ALARM              -----    ON
                           -----    ON
DOCU. TX FAILURE           -----    KEEP
COMPLETE IMAGE PRINTOUT    -----    OUTPUT YES
% REMAINING DIAL MEMORY    -----     97%

                  ****************
                  ***  TTI   ***
                  ****************

01: CANON-JOHN SMITH     02: CANON-CHARLIE     03: CANON-DIANA
04: CANON-ROBERT         05: SALES-LINDA       06: SALES-JIM
07: SALES-RICHARD        08:                   09:
```

Amount of memory available for registering automatic dialling.

List of User Switch settings and sender's name

Registering the Activity Management Report Printout Time

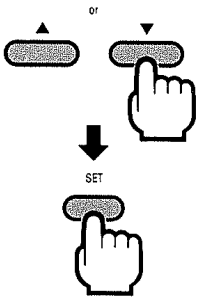
Use this procedure to set the fax to automatically print out an Activity Management Report at the same time every day.

NOTE: Before registering, read "Important Notes when Registering" on page 32.

Example: Set the printout time for 18:00 (6 p.m.).

1 Open the One-touch Speed Dialling panels. Then press USER DATA.

```
USER DATA
1.ENTER YOUR TEL
```



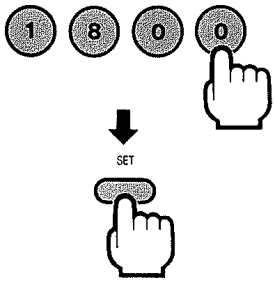
2 Use the search keys to display "REPORT TIME." Then press SET.

```
USER DATA
4.REPORT TIME
```

```
4.REPORT TIME
      __ :
```

If a time is already registered, the fax displays the previously registered time.

You can also press [4] to call up the display.



3 Enter the report printout time. Then press SET.

```
4.REPORT TIME
          18:00
```

```
4.REPORT TIME
DATA ENTRY OK
```

```
USER DATA
5.SET TIME
```

Set the time using the 24-hour system. If the hour or minute is a single-digit number, precede it with 0.

If you make a mistake when entering the time or you want to erase a time that is already set, press [CLEAR]. Then enter the correct time.

4 Press STANDBY. Then close the One-touch Speed Dialling panels.

Setting the Operating Guidelines

The fax is able to perform a number of tasks on its own. Some of these tasks include printing out certain kinds of reports and sounding alarms. In order to get the fax to perform these handy functions, you must first set the appropriate guidelines with the User Switches. These switches control how the fax operates. Once set, you probably won't be changing them too often.

Your installer will make the initial User Switch settings for you. However, if you want to change the settings later, follow the simple procedure described on the following pages.

The User Switch Menu

1 TX REPORT

Activity Report printout (for sending)
OUTPUT YES *OUTPUT NO**

2 RX REPORT

Activity Report printout (for receiving)
OUTPUT YES *OUTPUT NO**

3 OFFHOOK ALARM**

Phone off-hook alarm
*ON** *OFF*

4 TX TERMINAL ID

Identify the documents you send
*ON** *OFF*

5 TTI POSITION

The ID that you send appears inside/outside the document
INSIDE IMAGE *OUTSIDE IMAGE**

6 ACTIVITY REPORT

Activity Management Report printout every 40 transactions
*OUTPUT YES** *OUTPUT NO*

7 ACTY MGMT REPORT TYP

Activity Management report type
TX/RX SEPARATE *TX/RX NOT SEPARATE**

8 ERROR TX REPORT

Activity Report of incomplete sending.
*OUTPUT YES** *OUTPUT NO*

9 POLLING MEMORY

Erase documents from the memory after being polled.
*CLEAR** *KEEP*

* *Default setting*
** *Users in Austria cannot set this menu.*

10 ERROR COPY PRINT

Incomplete image printout
OUTPUT YES OUTPUT NO*

11 MULTI TN REPORT

Multi-transaction Report printout
OUTPUT YES OUTPUT NO*

12 CONFID. RX REPORT

Confidential Reception printout
OUTPUT YES OUTPUT NO*

13 TONE/PULSE**

Telephone line setting
*TOUCH TONE ROTARY PULSE**

14 ECM TX/RX

ECM sending and receiving
ON OFF*

15 MEMORY RX

Receiving documents in the memory
ON OFF*

16 DOCU. TX FAILURE

Erase documents containing errors from the memory
KEEP CLEAR*

17 COMPLETE IMAGE PRINT

Complete image printout
OUTPUT YES OUTPUT NO*

* *Default setting*
** *Users in Switzerland, Austria and Denmark cannot set this menu.*

Setting the User Switches

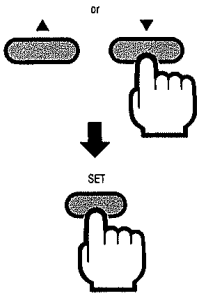
Follow this procedure when you want to change a setting on the User Switch Menu.

Example: Set the fax so your ID is not printed on documents you send (item #4 on the User Switch Menu).

1 Open the One-touch Speed Dialling panels. Then press USER SW.

```
USER SW
TX REPORT
```

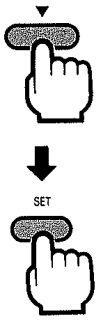
If you make a mistake while doing this procedure, press [STOP]. Then start again from step 2.



2 Use the search keys to find the item on the menu. Then press SET.

```
USER SW
TX TERMINAL ID
```

```
TX TERMINAL ID
                ON
```



3 Use the search keys to change the setting to "OFF." Then press SET.

```
TX TERMINAL ID
               OFF
```

```
TX TERMINAL ID
DATA ENTRY OK
```

```
USER SW
TTI POSITION
```

To set other items on the menu, start again from step 2. To end the procedure, go on to the next step.

4 Press STANDBY. Then close the One-touch Speed Dialling panels.

Registration ends and the fax returns to standby.

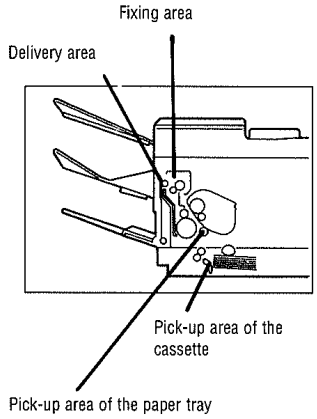
Part 6

Maintenance and Troubleshooting

Your fax is designed to withstand years of heavy use. However, even with the best machines, problems can sometimes occur. This section is included to help you deal with just about any problem you might encounter over the years. It explains basic maintenance procedures, troubleshooting hints and error messages.

Be assured that Canon's interest in you didn't stop as soon as you bought the fax. Our local Canon authorized dealer sales and service representatives are always ready to answer any questions you might have regarding the operation of the fax.

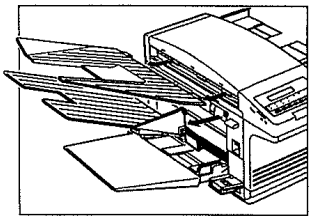
Clearing Paper Jams from the Paper Tray and Fixing Areas



If the printer error lamp lights and the fax displays "REC. PAPER JAM", there may be a paper jam which prevents further operation. Jams can occur in the places as shown in the illustration.

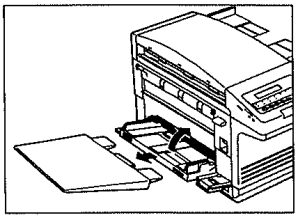
Since paper may jam in more than one place at a time, make sure you check all the locations when clearing a jam.

NOTE: The fixing area becomes extremely hot when the printer is used. Be careful not to touch any of the parts.

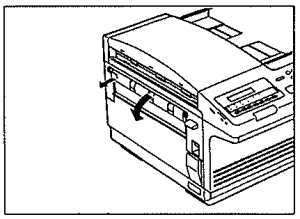


1 Remove the document and exit trays.

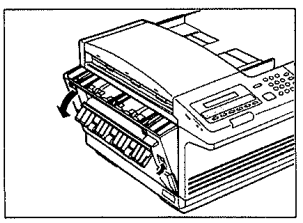
If the paper is jammed in the fixing cover, pull it out.



2 If there is paper on the paper tray, remove the paper and pull out the sub-tray. Then close the paper tray.

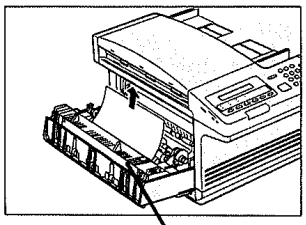


3 Open the fixing cover.



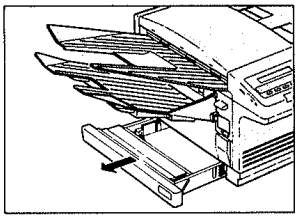
4 Open the printer cover.

Press up on the release button. Then open the cover.

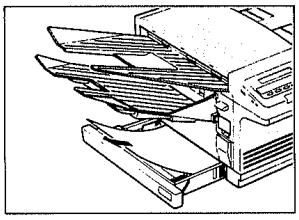


5 Pull the paper out in the direction of the arrow.

Clearing Paper Jams from the Cassette Area



1 Pull out the cassette.

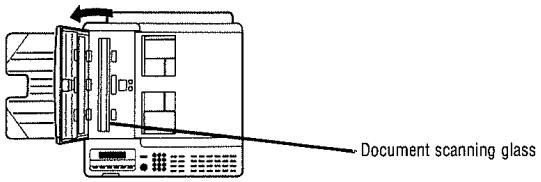


2 Pull out the paper.

Cleaning the Fax

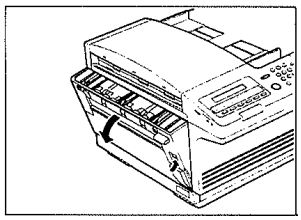
Lightly wipe the fax with a soft cloth moistened with water or a dilute, dish detergent solution. To prevent discolouration and malfunctions, never use thinner, benzene, alcohol or other inorganic solvents.

If the document scanning glass is dirty, the documents you send or copy will be dirty, too. Always clean the glass with a soft cloth that will not scratch the glass. Before cleaning the glass, turn the power OFF. Also, wipe the underside of the top cover.



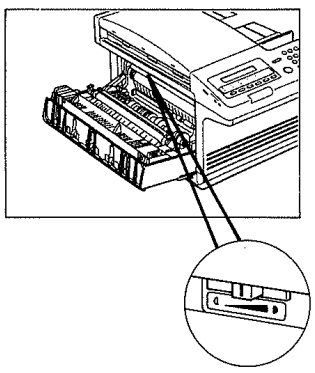
Adjusting the Print Density

If the documents you receive or copy are consistently too light or dark, adjust the print density of the laser beam printer unit.



1 Open the printer cover.

Lift the release button. Then open the cover.



2 To increase the print density (make the documents darker) move the lever to the right.

or

To decrease the print density (make the documents lighter), move the lever to the left.

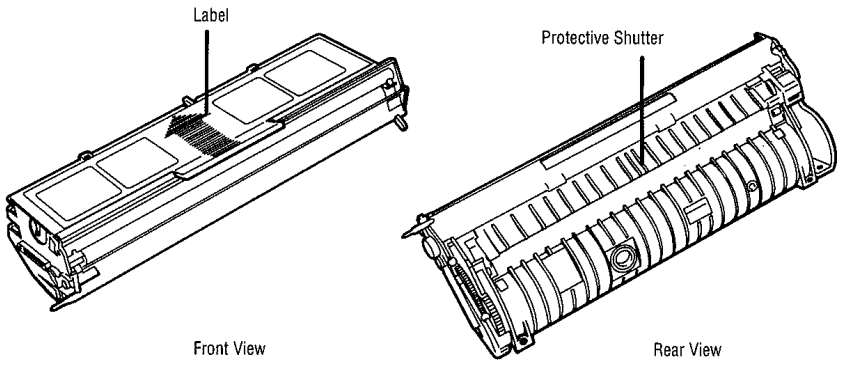
Important Notes About the Recording Paper

- Use a high quality, non-coated paper with a weight between 64-90 g/m^2. Paper jams and malfunctions may occur if you use paper that is too thick or thin.
- Make sure the paper is cut square and is free of rips, wrinkles, curls, and oil stains. Avoid using paper that contains large amounts of clay or talc or recycled paper.
- Paper that is too smooth or has a rough texture may result in reduced print quality.
- Never use paper that contains materials that may melt, vaporize, discolour, or emit dangerous fumes at temperatures below 160°C.
- Paper quality is affected by storage conditions. Make sure you store the paper according to the manufacturer's requirements. Before buying large quantities of a particular kind of paper, you should test it with the fax first to make sure it performs properly. The use of Canon paper is highly recommended.

Important Notes About the Toner Cartridge

- Do not open the aluminum bag containing the toner cartridge until you are ready to use it.
- Do not expose the cartridge to bright light, or to room light (about 1,000 lux) for more than five minutes.
- Do not open the protective shutter on the cartridge.
- Keep the cartridge away from CRTs, disc drives, and floppy discs. The magnet in the cartridge may harm these items.
- Always store the cartridge with the label facing up at between 0°-35°C. Do not store the cartridge in places subject to high temperature, high humidity, or extreme temperature changes.
- The cartridge can print about 4,000 A4-size documents.*

* *Based on CCITT No. 1 chart.*



Precautions

- ○ Avoid installing your fax in places exposed to direct sunlight, dust, vibration, high temperature or humidity, or on unstable surfaces.
- ○ Make sure the fax is firmly plugged in to assure proper electrical contact.
- ○ Do not overload the electrical outlet.
- ○ Do not pull on the plug or unplug the fax when your hands are wet.
- ○ For your safety, unplug the fax during lightning or thunder storms.
- ○ In case of trouble (ex. smoke, odd smell, noise), disconnect the plug from the outlet. In order to disconnect the plug at any time, keep the outlet free from any obstacles.
- ○ Do not disassemble the fax as there are exposed power points that could cause a shock if touched.
- ○ Leave ample free space around the sides of the fax to allow for proper ventilation (about 5 cm).
- ○ Once the power is turned OFF, wait at least three seconds before turning it ON again.

Error Messages and Codes

Display	Code	Meaning
CHECK DOCUMENT	#001	Document is jammed.
		The fax started receiving instead of sending because the document was not fed properly.
	#011	Cannot poll because no document has been fed into the other party's fax.
NO RX PAPER	#012	The other party's fax is out of paper.
DOCUMENT TOO LONG	#003	The document is longer than 1 m.
NO ANSWER	#005	The other party is not using a G3 machine.
		The other party didn't answer within 35 seconds.
BUSY/NO SIGNAL	#018	The other party doesn't answer, even after redialling.
POLLING ID ERROR	#008	Other units cannot poll your fax because the polling IDs do not match.
	#021	Polling is impossible for the same reasons as #008.
SUPPLY REC. PAPER	#009	The recording paper has run out.
CHECK PAPER COVER		The printer cover is open.
REC. PAPER JAM		The recording paper has jammed.
CHANGE CARTRIDGE		The toner has run out.
CHECK PRINTER		There is a problem with the printer. Call your Canon service representative.
NO TEL #	#022	The facsimile number is not registered for One-touch Speed Dialling, Coded Speed Dialling or Group Dialling.

Display	Code	Meaning
NOT AVAILABLE NOW	#025	You tried to do relay sending and confidential sending with the same key.
		You tried to use a One-touch or Coded Speed Dialling number which is not registered for the feature you wanted to use.
NO CONFID. TX	#033	The other party's unit does not have the confidential mailbox function.
	#034	The other party's unit does not have the confidential mailbox number you selected.
		The memory of the other unit is full.
NO ORIGINAL RELAY TX	#035	The other facsimile unit cannot function as a relay unit.
	#036	The other party's User Switch has not been set for relay broadcasting.
		Your facsimile number has not been registered in the relay unit.
		The memory of the other unit is full.
MEMORY FULL	#037	The memory of the fax is full.
HANG UP PHONE	–	The handset is off the hook.
REGISTRATION KEY ON LEFT SIDE OFF→ON	–	You tried to register before turning the REGISTRATION switch on.
TURN REGIST KEY OFF	–	The REGISTRATION switch is still on.
START AGAIN	–	An error occurred due to a faulty line or system error.

Troubleshooting

Operation	Problem	Page
SENDING	**You can't send documents.**	
	Make sure you feed the document properly into the fax.	36
	Make sure the other party has installed recording paper in their unit.	
	Make sure the fax redialled the other party.	44
	Make sure there are no other documents waiting to be sent from the memory.	76
	Make sure you dialled a One-touch or Coded Speed Dialling number which is registered for the feature you want to use.	
	You can't send documents through relay units.	
	Make sure the other unit is a Canon with relay capability.	93
	Make sure your facsimile number is registered with your fax.	
	Make sure your facsimile number is registered with the relay fax.	93
	Make sure the facsimile numbers of the receiving units (final destinations) are registered with the relay fax.	93
	Make sure the Speed Dialling key you pressed is registered for relay sending.	139
	You can't send confidential documents.	
	Make sure the other unit is a Canon with confidential receiving capability.	104
	Make sure the confidential mailbox number you registered matches that of the other party.	104
	Make sure the other party has registered the mailbox you are sending to.	
	Make sure the Speed Dialling key you pressed is registered for confidential sending.	104
	The images you send or copy are dirty or spotted.	
	Make sure the document scanning glass and the underside of the top cover are clean.	154
RECEIVING	**You can't receive documents automatically.**	
	Make sure the fax is set to receive documents automatically.	49
	Make sure that any documents received in memory have been printed out.	80
	You can't receive documents manually.	
	Make sure you haven't fed a document into the fax.	48
	Make sure you press [START] before hanging up the receiver.	48
	You can't receive confidential documents	
	Make sure you have registered the password and confidential mailbox.	115
	The images you receive are dirty or spotted.	
	Make sure the other party's fax is working properly. Make a copy on your machine. If the image is OK, contact the other party and have them check their machine. (Remember: It's the sending machine that determines image quality.)	

Operation	Problem	Page
	Print quality is poor.	
	Make sure the proper print density has been selected.	154
	Make sure you use the correct type of paper.	155
OTHER	**You can't make copies.**	
	Make sure the handset is on the hook.	72
	You can't register confidential mailboxes	
	Make sure the mailbox you are trying to register hasn't already received a confidential document.	117
	You can't poll other units.	
	Make sure you haven't fed a document into the fax.	123
	Make sure the polling IDs match.	121
	Make sure the other party has set their fax to receive automatically.	
	Make sure the other party has properly fed the document into their fax.	
	The memory lamp does not go off although the documents are successfully sent.	
	Make sure recording paper has been installed.	
	Nothing appears on the display.	
	Make sure the power switch is turned ON.	
	Make sure the power plug is firmly plugged in.	
	You can't do anything with the fax.	
	The fax has overheated and shut itself down. Let it cool down, then try using it again.	

If none of these suggestions correct the problem, turn the power OFF. Wait three seconds and turn it ON again. Then try the procedure again.

Sometimes the problem may be caused by the other party's fax. If you are sure your fax is working properly, have the other party check their unit. Also, your fax cannot communicate with other facsimile machines of certain specifications. Make sure the fax you are trying to communicate with is compatible with your own fax.

If you still can't solve the problem, contact your local Canon-authorized sales or service representatives.

Specifications

Sheet size:	Maximum width 280 mm Minimum width 148 mm		
Effective image size: (When scanning)	Width (A4) 208 mm		
Recording paper size:	Width (A4) 210 mm		
Transmission time: (A4-size standard document)	ECM-MMR		approx. 9 sec.*
	ECM-MR		approx. 12 sec.*
	G3 MR Standard mode		approx. 12 seconds*
	G3 MH Standard mode		approx. 15 seconds*
Scanning line density:	Horizontal		8.00 pel/mm
	Vertical	Standard	3.85 pel/mm
		Fine	7.70 pel/mm
		Super Fine (sending only) (Canon exclusive)	15.4 pel/mm
Scanning method:	Solid state electronic scanning by contact image sensor		
Recording method:	Laser beam electronic photography		
Applicable lines:	Subscriber's telephone circuit (PSTN)		
Auto dial functions:	One-touch Speed Dialling (Registration for 48 numbers) Coded Speed Dialling (Registration for 100 numbers)		
Power source:	200 V/240 V (50 Hz/60 Hz)		
Power consumption:	(Standby)	Approx. 30 W Room temp. 20 degrees C	
	(Operation)	Max. 500 W (100% of document black copy)	
Operating environment:	Temperature 10-32.5 degrees C Humidity 20-80% RH		
Weight:	Approx. 22 kg (excluding recording paper)		
Dimensions:	457 mm W × 500 mm D × 290 mm H		

* *Based on CCITT No. 1 chart, standard mode.*

Specifications subject to change without notice.

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✳00		
✳01		
✳02		
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✳46		
✳47		
✳48		
✳49		

Coded Speed Dialling	Name	Number
✳50		
✳51		
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✳98		
✳99		

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